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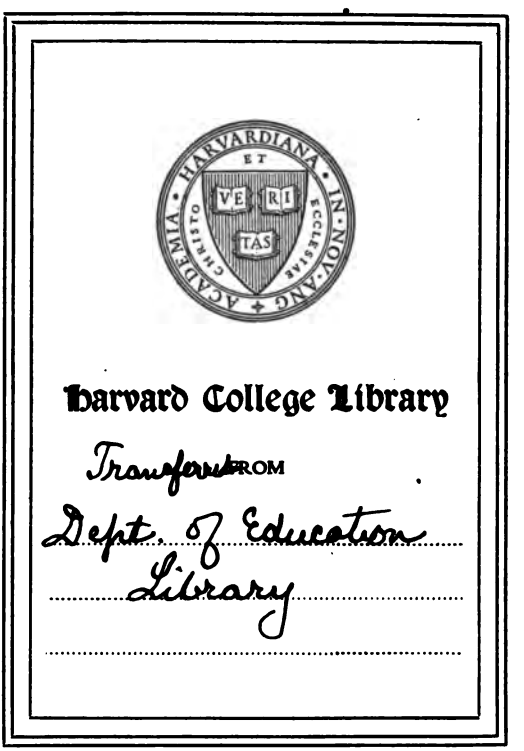

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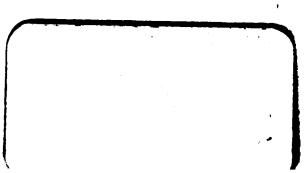

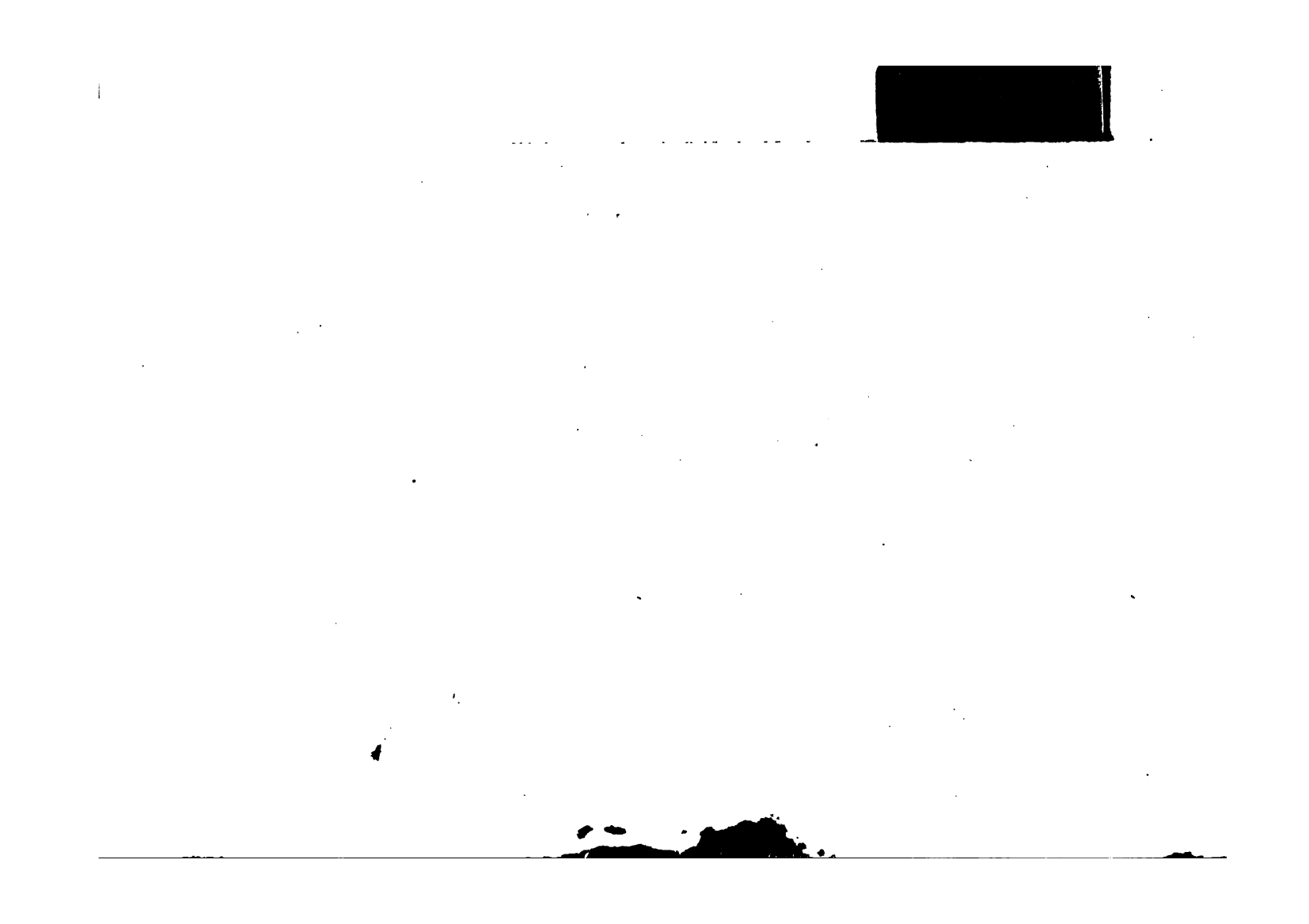

Manual of Style

THE UNIVERSITY OF CHICAGO PRESS

T77. 2625

MANUAL OF STYLE

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Published November 1906
Second Edition March 1910
Third Edition December 1911

Composed and Printed By
The University of Chicago Press
Chicago, Illinois, U.S.A.

INTRODUCTORY NOTE

The present work is a codification of the typographical rules employed by the University of Chicago in connection with its official printing and publications issued through the University Press. Having its genesis, nearly two decades ago, in a single sheet of fundamentals, jotted down by the first proofreader at odd moments for his own guidance; added to from year to year, as opportunity offered or new necessities arose; revised and re-revised as the scope of the work, and, it is hoped, the wisdom of the workers, increased—it emerges in its present form as the embodiment of traditions, the crystallization of usages, the blended product of the reflections of many minds.

Regulations like these, in the nature of the case, cannot be endowed with the fixity of unchanging law. They are meant for the average case, and must be applied with a certain degree of elasticity. Exceptions will constantly occur, and ample room is left for individual initiative and discretion. They point the way and survey the road, rather than remove the obstacles. Throughout this book it is assumed that no regulation contained therein is absolutely inviolable. Wherever the peculiar nature of the subject-matter, the desirability of throwing into relief a certain part of the argument, the reasonable preference

of a writer, or a typographical contingency suggests a deviation, such deviation may legitimately be made. Each case of this character must be decided largely upon its own merits. Generally it may be stated that, where no question of taste or logic is involved, deference should be shown to the expressed wishes of the author.

The nature of the work of the Press itself—and this will apply, to a greater or less extent, to any similar institution affected by local conditions—constantly calls for modification, now of this rule, now of that. It would be found impracticable, even were it desirable, to bring all its publications into rigid uniformity of "style" and appearance. Methods have been devised, systems evolved, in certain lines of work, which cannot be carried bodily over into the field of others. Thus, in the matter of literary references, for instance, general practice has established certain usages in some of the sciences which it would not be advisable to ignore. Similar differences in practice may be observed in other directions. These deviations from the general rules will be found mentioned at the appropriate places in the body of the book. On the whole, however, the rules are designed to govern all publications sent forth with the official publishing imprint, "The University of Chicago Press."

Concerning the character and contents of the book little need be added. Its origin, its primary aim, and its limitations, as outlined above, will suggest the bounds of its usefulness. It does not pretend to be exhaustive; a few things must be taken for granted, and the traditional

territory of the dictionary has only exceptionally been invaded. It does not presume to be inflexibly consistent; applicability, in the printing-office, is a better test than iron-clad consistency, and common-sense a safer guide than abstract logic. It lays no claim to perfection in any of its parts; bearing throughout the inevitable earmarks of compromise, it will not carry conviction at every point to everybody. Neither is it an advocate of any radical scheme of reform; in the present state of the agitation for changes in spelling, progressive conservatism has been thought to be more appropriate for an academic printing-office than radicalism. As it stands, this *Manual* is believed to contain a fairly comprehensive, reasonably harmonious, and wholesomely practical set of work-rules for the aid of those who have to do with questions of typographical style. For the benefit of those whose duties bring them into direct contact with the manufacturing department of the Press, specimen pages of the available types have been added.

The Manual of Style is now in its third edition. That it is recognized as possessing merit is evidenced by its adoption and use in many editorial offices, libraries, and proofrooms in the United States and Canada. This edition incorporates several new rules which it is believed will prove helpful, and at the same time seeks to elucidate some of the older rules, in the application of which difficulties may arise. Changes in literary practice, the legislation of learned societies, the recent development of the profession of librarian, with the

attendant uniformity of practice recommended by the national association of librarians, and the added experience resulting from a daily application of these rules to a very varied list of publications, are all factors contributing to the need of periodical revision.

The work, thus remodeled, is again offered to the public, in the hope that it may continue to be useful to those whose occupations require some familiarity with the niceties of typographical form.

NEWMAN MILLER, *Director*

THE UNIVERSITY PRESS
CHICAGO, ILL.
December 1, 1911

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RULES FOR COMPOSITION

CAPITALIZATION

CAPITALIZE—

1. Proper nouns and adjectives derived from proper nouns:

   George, America, North America, Englishman; Elizabethan, French. (See 53.)

   But *do not* capitalize verbs derived from proper names:

   to boycott, to fletcherize, to christianize, to pasteurize.

2. Epithets used as substitutes for proper names, or affixed to a name:

   the Pretender, Richard the Lion-hearted, Alexander the Great.

3. The particles in French names, as "le," "la," "de," "du," when standing without a Christian name or title preceding; but not when preceded by such name or title:

   Le Bossu, La Torre, La Rochelle, De Coligny, D'Aubigné, Du Maurier (but: René le Bossu, Miguel de la Torre, Gaspard de Coligny, Thomas d'Aubigné, George du Maurier, Monsieur de la Torre, le comte de Nemours, le duc d'Orléans).

   Always capitalize "Van" in Dutch names; never capitalize "von" in German names:

   Stephen Van Rensselaer; Hugo von Martius, von Dobschütz.

4. Generic terms forming a part of geographical names:

Atlantic Ocean, Dead Sea, Baffin's Bay, Gulf of Mexico, Straits of Gibraltar, Straits Settlements, Mississippi River, Three Rivers, Laughing Brook, Rocky Mountains, Blue Hills, Pike's Peak, Mount of Olives, Great Desert, Death Valley, Prince Edward Island, Sea (Lake) of Galilee.

But *do not* capitalize words of this class when simply added by way of description to the specific name, without forming an organic part of such name:

the river Elbe, the desert of Sahara, the island of Madagascar.

Subject to the above rule, the following lists will be found useful:

CAPITALIZE, IN SINGULAR FORM ONLY, WHEN IMMEDIATELY FOLLOWING NAME

Archipelago	Gap	Ocean
Borough	Glacier	Parish (La.)
Branch (stream)	Gulch	Park
Butte	Harbor	Plateau
Canyon	Head	Range
County	Hill(s)	Reservation
Crater	Hollow	Ridge
Creek	Island(s)	River
Delta	Mesa	Run
Forest	Mountain(s)	Spring(s)
Fork	Narrows	

CAPITALIZE, IN SINGULAR FORM, EITHER BEFORE OR AFTER THE NAME; AND IN PLURAL FORM BEFORE THE NAME

Bay	Fort	Point
Bayou	Isle	Port
Camp (military)	Lake	Sea
Cape	Mount	Strait
Dalles	Oasis	Valley
Desert	Pass	Volcano
Falls	Peak	

5. Adjectives and nouns used singly or in conjunction, to distinguish definite regions or parts of the world; and also terms applied to groups of states:

Old World, Western Hemisphere, North Pole, Equator, the North (=Scandinavia), the East (the Orient), the Far East, the Orient, the Levant; the North, South, East, West (United States); North Atlantic states, Gulf states, Middle Western states, Pacific Coast states.

But *do not*, as a rule, capitalize adjectives derived from such names, or nouns having an adjectival form, or nouns simply designating direction or point of compass:

oriental customs, northern Europe, the southern states, a southerner (but: Northman = Scandinavian); an invasion of barbarians from the north, extending through the south of Europe.

6. Generic terms for political divisions:

(1) when the term is an organic part of the name, following the proper name directly:

Holy Roman Empire, German Empire (=*Deutsches Reich*), French Republic (=*République française*), United Kingdom, Northwest Territory, Cook County, Evanston Township, Kansas City (New York City—exception).

(2) when, with the preposition "of," it is used as an integral part of the name to indicate certain minor administrative subdivisions in the United States:

Department of the Lakes, Town of Lake, Borough of Manhattan.

(3) when used singly as the accepted designation for a specific division:

the Union, the States, the Republic (=United States), [the Confederacy], the Dominion (=Canada).

(4) when it is part of a fanciful or popular appellation used as if a real geographical name:

Celestial Empire, Holy (Promised) Land, Badger State, Eternal City, Garden City.

But *do not* (with the exceptions noted) capitalize such terms when standing alone, or when, with "of," preceding the specific name:

the empire, the state; empire of Russia, kingdom of Belgium, [kingdom of God, or of heaven], duchy of Anhalt, state of Illinois, county of Cook, city of Chicago.

7. Numbered political divisions (see **100**):

Eleventh Congressional District, First Ward, Second Precinct.

8. The names of thoroughfares, parks, squares, blocks, buildings, etc. (see **100**):

Drexel Avenue, Ringstrasse, Via Appia, Chicago Drainage Canal; Lincoln Park; Trafalgar Square; Monadnock Block; Lakeside Building, Capitol, White House, County Hospital, Théâtre Français, Lexington Hotel, Masonic Temple [Solomon's temple, but, when standing alone: the Temple].

But *do not* capitalize such general designations of buildings as "courthouse," "post-office," "library,"

etc., except in connection with the name of the place in which they are located.

9. The names of political parties, religious denominations or sects, and philosophical, literary, and artistic schools, and their adherents:

Republican, Conservative, National Liberal, Social Democracy (where, as in continental Europe, it is organized as a distinct parliamentary faction); Christian, Protestantism, Evangelical Lutheran, Catholic (Papist, Ultramontane), Reformed, Greek Orthodox, Methodism, Anabaptist, Seventh-Day Adventists, the Establishment, High Church, High Churchman, Separatist, Nonconformist, Dissenter, Christian Science, Theosophist, Jew, Pharisee (but: scribe); Epicurean, Stoic, Gnosticism (but: neo-Platonism, pseudo-Christianity—see **203**, **208**), Literalist; the Romantic movement; the Symbolic school of painters.

But *do not* capitalize any of the above or similar words, or their derivatives, when used in their original or acquired general sense of pervading spirit, point of view, trend of thought, attitude of mind, or mode of action:

republican form of government, a true democrat and a conservative statesman, socialism as an economic panacea, the communistic theory, single-taxer, anarchism; catholicity of mind, puritanical ideas, evangelical spirit, pharisaic superciliousness; deist, pantheism, rationalist; epicurean tastes, stoic endurance, dualism and monism in present-day philosophy, an altruistic world-view; the classics, a realistic novel.

10. The names of monastic orders and their members:

Black Friars, Dominican, Jesuit.

11. The proper (official) titles of social, religious, educational, political, commercial, and industrial organizations and institutions:

Union League Club, Knights Templar; Young People's Society of Christian Endeavor, Associated Charities; Smithsonian Institution, State University of Iowa, Hyde Park High School; the Commercial Academy (Handelsakademie) of Leipzig, the Paris Lyceum (Lycée de Paris); [the Forty Immortals]; Cook County Democracy, Tammany Hall; Associated Press, Typographical Union No. 16; Chicago, Milwaukee & St. Paul Railroad, The Macmillan Company.

But *do not* capitalize such generic terms when used to designate a class; nor when standing alone, even if applied to a specific institution, except to avoid ambiguity or, rarely, where the word is consistently and clearly used in place of the true name:

young people's societies, the high school at Lemont, local typographical unions; the club, the association, the company; but: "He joined the Hall [Tammany]," "a member of the [French] Academy." (See 49.)

12. The names of legislative, judiciary, and administrative bodies and governmental departments, and their branches, when specifically applied:

Congress (Senate, House of Representatives [the House], Committee of Ways and Means), Parliament (House of Lords, House of Commons), Reichstag, Chamber of Deputies (the Chamber), General Assembly of Illinois, Chicago City Council, South Park Commissioners; Supreme Court of the United States, Circuit Court of Cook County, [Sanhedrin]; Department of the Interior, Census Office, Springfield Board of Education, Department of Public Works.

But *do not* capitalize such general, paraphrastic, or incomplete designations as—

the national assembly, the legislature of the state, the upper house of Congress, the German federal parliament, the Dutch diet; the council, the department, the board.

13. Ordinals used to designate Egyptian dynasties, sessions of Congress, names of regiments, and in similar connections (see 100):

the Eighteenth Dynasty, the Fifty-third Congress, the Second Illinois Regiment Band.

14. Commonly accepted appellations for historical epochs, periods in the history of a language or literature, and geological ages and strata, the word "age" itself being capitalized only where a failure to do so would result in ambiguous meaning:

Stone age (but: Middle Ages), Crusades, Renaissance, Reformation, Inquisition, Commonwealth (Cromwell's), Commune (Paris); Old English (OE—see 123), Middle High German (MHG), the Age of Elizabeth; Pleistocene, Silurian, Lower Carboniferous.

15. Names for important events:

Thirty Years' War, Peasants' War (German), Revolution (French), Revolutionary War or War of Independence (American), Whiskey Insurrection (American), Civil War (American), War of 1812, Franco-Prussian War, Battle of Gettysburg; Peace of Utrecht, Louisiana Purchase.

16. Political alliances, and such terms from secular or ecclesiastical history as have, through their associa-

tions, acquired special significance as designations for parties, classes, movements, etc. (see **9**):

Protestant League, Holy Alliance, Dreibund; the Roses, the Roundheads, Independents, Independency (English history), Nonconformist, Dissenter, Separatist.

17. Conventions, congresses, expositions, etc.:

Council of Nicaea, Parliament of Religions, Fifteenth International Congress of Criminology, Westminster Assembly, Chicago World's Fair, Louisiana Purchase Exposition.

18. Titles of specific treaties, acts, laws (juridical), bills, etc.:

Treaty of Verdun, Art. V of the Peace of Prague, Edict of Nantes, Concordat, the Constitution (of the United States, when standing alone, or when referred to as a literary document; but not usually that of any other state or country, e.g., the constitution of Illinois), Declaration of Independence, Act of Emancipation, Magna C(h)arta, Corn Law, Reform Bill (English), Fourteenth Amendment.

19. Creeds and confessions of faith:

Apostles' Creed, Nicene Creed (but: ante-Nicene—see **203**, **208**), Augsburg Confession, Thirty-nine Articles.

20. Civic and ecclesiastical feast-days:

Fourth of July (the Fourth), Labor Day, Thanksgiving Day; Easter, Passover, Feast of Tabernacles, New Year's Day (but: sabbath=day of rest).

21. Titles, civil and military, preceding the name, and academic degrees, in abbreviated form, following the name; all titles of honor or of nobility, when referring to specific persons, either with the name

attached or used in place of the proper name; familiar names applied to particular persons; orders (decorations) and the titles accompanying them; titles, without the name, used in direct address; titles without the name when used of existing incumbents of office; and such words as "President," "King," "Czar" ("Tsar"), "Kaiser," "Sultan," and "Pope," standing alone, when referring to the existing rulers or incumbents:

Queen Victoria, ex-President Cleveland, Rear-Admiral Dewey, United States Commissioner of Education Harris, Dr. Davis; Timothy Dwight, D.D., LL.D.; the Prince of Wales, the Marquis of Lorne, His Majesty, His Grace; the Apostle to the Gentiles, "the Father of his Country"; order of the Red Eagle, Knight Commander of the Bath; "Allow me to suggest, Judge . . . ."; the Secretary of the Treasury; the Bishop of London; the Senator; "The President [of the United States] was chosen arbitrator," "the King wore his robes," "the Kaiser's Moroccan policy," "the Pope's attitude toward the French Republic."

But *do not* capitalize the titles of occupants of actually existing offices, when following the name (see **49**); when standing alone, without name (with the exceptions noted above, and see **49**); or when, followed by the name, they are preceded by the article "the":

McKinley, president of the United States; B. L. Gildersleeve, professor of Greek (see 49); Ferdinand W. Peck, commissioner-general to the Paris Exposition; the emperor of Germany (meaning other than the existing emperor),

the archbishop (meaning other than the existing incumbent), the senator (when not speaking of the existing member), the archduke Francis Ferdinand, the apostle Paul.

22. Abbreviations like Ph.D., M.P., and F.R.G.S. (such titles to be set without space between the letters). (See **52, 103, 106.**) But *do not* capitalize such phrases when spelled out (but see **25**):

doctor of philosophy, fellow of the Royal Geographical Society.

23. Abbreviations consisting of one letter only, except in case of units of measurement and minor literary subdivisions (see **54, 55, 110, 111**):

R.V. (Revised Version), C. (centigrade), L.C.M. (lowest common multiple), H.P. (horse-power), Å.U. (Ångström units).

24. Nouns and adjectives used to designate the Supreme Being or Power, or any member of the Christian Trinity; and all pronouns referring to the same, when not closely preceded or followed by a distinctive name, or unless such reference is otherwise perfectly clear:

the Almighty, Ruler of the universe, the First Cause, the Absolute, Providence (personified), Father, Son, Holy Ghost, the Spirit, Savior, Messiah, Son of Man, the Logos, [and the Virgin Mary]; "Trust Him who rules all things" (but: "When God had worked six days, he rested on the seventh").

But *do not* capitalize such expressions and derivatives as—

(God's) fatherhood, (Jesus') sonship, messiahship, messianic hope, christological (but: Christology).

25. Words which have an acquired, limited, or special meaning:

the Doctor's degree; a report of the Master (in chancery); a Bachelor's hood; a Freshman.

But *do not* capitalize such expressions as—

the doctorate, a master in chancery (the last two words being explanatory, the capitalization of "master" is here no longer necessary to indicate a special meaning).

26. "Nature" and similar terms, and abstract ideas, when personified:

"Nature wields her scepter mercilessly"; "Vice in the old English morality plays."

27. "Father" used for church father, and "reformers" used of Reformation leaders, whenever the meaning otherwise would be ambiguous:

the Fathers, the early Fathers, the Greek Fathers, [Pilgrim Fathers], the Reformers (but: the church reformers of the fifteenth century).

28. The word "church" in properly cited titles of nationally organized bodies of believers in which, through historical associations, it has become inseparably linked with the name of a specific locality; or when forming part of the name of a particular edifice:

Church of Rome, Church of England, High Church; Church of the Holy Sepulcher, Fifth Avenue Baptist Church, First Methodist Church.

But *do not* capitalize, except as noted above, when standing alone, in any sense—universal, national,

local—or when the name is not correctly or fully quoted:

the church (=organized Christianity), the Eastern (Greek Orthodox) church, the Roman Catholic church, the established church (but: the Establishment), the state church; the Baptist church in Englewood.

NOTE.—In exceptional cases, where the opposition of Church and State constitutes a fundamental part of the argument, and it is desired to lend force to this antithesis, emphasis may be added by capitalizing the two words. (See Preface to first edition.)

29. Names for the Bible and other sacred books:

(Holy, Sacred) Scriptures, Holy Writ, Word of God, Book of Books; Koran, Vedas, Mishna, the Upanishads; Apocrypha.

But *do not* capitalize adjectives derived from such nouns:

biblical, scriptural, koranic, vedic, talmudic, apocryphal.

30. Versions of the Bible:

King James's Version, Authorized Version (A.V.), Revised Version (R.V.), Polychrome Bible, Septuagint (LXX), Peshitto.

31. Books and divisions of the Bible and of other sacred books (see **60**):

Old Testament, Pentateuch, Exodus, II (Second) Kings, Book of Job, Psalms (Psalter), the [Mosaic] Law and the [writings of the] Prophets, Minor Prophets, Wisdom Literature, Gospel of Luke, Synoptic Gospels, Fourth Gospel, Acts of the Apostles (the Acts), Epistle to the Romans, Pastoral Epistles, Apocalypse (Revelation), Sermon on the Mount, Beatitudes, Lord's Prayer, Ten Commandments (Decalogue), Judith, Bel and the Dragon.

But *do not* capitalize words like "book," "gospel," "epistle," "psalm" in such connections as—

the five books of Moses, the first forty psalms, the gospels and epistles of the New Testament, [the synoptic problem, the synoptists], the biblical apocalypses.

32. Biblical parables:

the parable of the Prodigal Son.

33. Such miscellaneous terms as—

Last Supper, Eucharist, the Passion, the Twelve (apostles), the Seventy (disciples), the Servant, the Day of Yahweh, the Chronicler, the Psalmist, the Golden Rule.

34. The first word of a sentence, and in poetry the first word of each line:

In summer, on the headlands,
The Baltic Sea along,
Sits Neckan, with his harp of gold,
And sings his plaintive song.

In Greek and Latin poetry, however, capitalize only the first word of a paragraph, not of each verse (line):

Τοῖσι δ' ἀοιδὸς ἄειδε περικλυτός, οἱ δὲ σιωπῇ
εἶατ' ἀκούοντες· ὁ δ' Ἀχαιῶν νόστον ἄειδεν,
λυγρόν, ὃν ἐκ Τροίης ἐπετείλατο Παλλὰς Ἀθήνη.
τοῦ δ' ὑπερωιόθεν φρεσὶ σύνθετο θέσπιν ἀοιδὴν
κούρη Ἰκορίοιο, περίφρων Πηνελόπεια·

Talia praefantes quondam felicia Pelei
carmina diuino cecinerunt pectore Parcae
praesentes: namque ante domos inuisere castas
heroum et sese mortali ostendere coetu
caelicolae nondum spreta pietate solebant.

35. The first word after a colon only when introducing a complete passage, or sentence which would have independent meaning, as in summarizations and quotations not closely connected with what precedes; or where the colon has the weight of such expression as "as follows," "namely," "for instance," or a similar phrase, and is followed by a logically complete sentence:

"In conclusion I wish to say: It will be seen from the above that . . . ."; "As the old proverb has it: 'Haste makes waste'"; "My theory is: The moment the hot current strikes the surface . . . ."

But *do not* capitalize the first word of a quotation if immediately connected with what precedes (unless, as the first word of a sentence, beginning a paragraph in reduced type); or the first word after a colon, if an implied "namely," or a similar term, is followed by a brief explanatory phrase, logically dependent upon the preceding clause; or if the colon signalizes a note of comment:

"The old adage is true that 'haste makes waste'"; "Two explanations present themselves: either he came too late for the train, or he was detained at the station"; "We could not prevail upon the natives to recross the stream: so great was their superstition."

36. As a rule, the first word in sections of enumeration, if any one link contains two or more distinct clauses (not inclosed in parentheses), separated by a semicolon, colon, or period, unless all are dependent

upon the same term preceding and leading up to them (see 138):

"His reasons for refusal were three: (1) He did not have the time. (2) He did not have the means; or, at any rate, had no funds available at the moment. (3) He doubted the feasibility of the plan." But: "He objected *that* (1) he did not have the time; (2) he did not have the means; or, at any rate, had no funds available; (3) he doubted the feasibility of the plan."

37. As a rule, nouns followed by a numeral—particularly a capitalized Roman numeral—indicating their order in a sequence:

Room 16, Ps. 20, Grade IV, Act I, Vol. I, No. 2, Book II, Div. III, Part IV.

But *do not* capitalize such minor subdivisions of publications as—

sec. 4, scene 1, art. iii, art. "Evidence," chap. 2 (ii), p. 7 (vii), vs. 11, l. 5, n. 6. (See 110.)

38. The first word of a cited speech (thought) in direct discourse, whether preceded by a colon or a comma (on this see 131):

"On leaving he remarked: 'Never shall I forget this day'"; "With the words, 'Never shall I forget this day,' he departed"; "I thought to myself: This day I shall never forget" (without quotation marks).

39. In resolutions, the first words following "WHEREAS" and "*Resolved*":

WHEREAS, It has pleased God . . . . ; therefore be it *Resolved*, That . . . .

40. The exclamations "O" and "Oh" (see **117**):

"O Lord!" "I know not, Oh, I know not!" "Oh, that I were home again!"

41. All the principal words (i.e., nouns, pronouns, adjectives, adverbs, verbs, first and last words) in English titles of publications (books, pamphlets, documents, periodicals, reports, proceedings, etc.), and their divisions (parts, chapters, sections, poems, articles, etc.); in subjects of lectures, papers, toasts, etc.; in cap-and-small-cap and italic center-heads (both of which, however, should be avoided), and boldface cut-in heads and side-heads; in cap-and-small-cap box-heads in tables (see **279–83**):

The Men Who Made the Nation; The American College—Its Past and Present; the *Report of the Committee of Nine;* "In the *Proceedings of the National Education Association* for 1907 there appeared a paper entitled, 'The Financial Value of Education.'"

NOTE.—The *Botanical Gazette* capitalizes only first words and proper names; and the practice may properly be followed in general bibliographies, such as are to be found under the title "Literature Cited" in the *Botanical Gazette* (see **60**). This style is very generally followed by librarians and others in the compilation of lists of books and publications.

42. In foreign titles, in addition to capitalizing the first word, follow these general rules:

a) In Latin, capitalize proper nouns, and adjectives derived therefrom:

De amicitia, Bellum Gallicum.

b) In French, Italian, Spanish, and Scandinavian titles, capitalize proper nouns but not adjectives derived therefrom:

Histoire de la littérature française, Novelle e racconti popolari italiani, Antologia de poetas liricos castellanos, Svenska litteraturens historie.

c) In German and Danish, capitalize all nouns but not the adjectives, except German adjectives derived from the names of persons:

Geschichte des deutschen Feudalwesens (but: *die Homerische Frage*), *Fremskridt i der nittende Aarhundrede.*

d) In Dutch, capitalize all nouns, and all adjectives derived from proper nouns:

Geschiedenis det Nederlandsche Taal.

43. In mentioning titles of newspapers and magazines do not, as a rule, treat the definite article as part of the title:

the *Chicago Tribune*, the *School Review.*

44. Titles of ancient manuscripts (singular, MS; plural, MSS) (see **60**):

Codex Bernensis, Cod. Canonicianus.

45. In titles with the main words capitalized, all nouns forming parts of hyphenated compounds:

"Twentieth-Century Progress," "The Economy of High-Speed Trains."

But *do not* capitalize such components when other than nouns:

Fifty-first Street, "Lives of Well-known Authors," "World-Dominion of English-speaking Peoples."

46. In botanical, geological, zoölogical, and paleontological matter, the scientific (Latin) names of divisions, orders, families, and genera, but not their English derivatives:

Cotylosauria, but: cotylosaurs; Felidae, but: felids; Carnivora, but: carnivores.

Also in botanical and zoölogical matter, the names of species, if derived from names of persons, or from generic names; but in geological and medical matter the names of species are never capitalized:

Felis leo, Cocos nucifera, Rosa Carolina, Parkinsonia Torreyana, Styrax californica, Lythrum hyssopifolia, Phyteuma Halleri, Carex Halleriana (but [geological]: *Pterygomatopus schmidti, Conodectus favosus*). (See 71.)

47. The names and epithets of peoples, races, and tribes:

Kafir, Negro, Hottentot, Makassar, Buginese, Celestials.

48. In astronomical work, the names of the bodies of our solar system (except "sun," "earth," "moon," "stars"):

the Milky Way, the Great Bear, *Saturn*.

49. Divisions, departments, officers, and courses of study of the University of Chicago, in all official work dealing with its administration or curricula:

(the University), the School of Education (the School), the University Extension Division (but: the division), the Department of Anthropology (but: the department); the Board of Trustees (the Trustees, the Board), the Senate, the Council,

the Faculty of the College of Commerce and Administration (but: the faculty); the President, the Registrar, Professor of Physics, Assistant in Chemistry, Fellow, Scholar; the Van Husen Scholarship (but: the scholarship); courses in Political Economy, Autumn Quarter (but: a quarter), First Term (but: two terms; major, minor); [Hall (referring to the University dormitories)].

USE CAPITALS AND SMALL CAPITALS FOR—

50. The names of town and state in the date line, and the salutatory phrase at the beginning, of letters, and the signature and residence at the end of letters or articles, etc.:

CHICAGO, ILL., January 1, 1911

(Set to the right, with one em's indention, and preferably in smaller type than the body of the letter.)

MY DEAR MR. SMITH:

(Set flush, followed by a colon, in the same type as the body of the letter, and in a separate line, unless preceded by another line giving the name and address, in which case it should be run in with the text of the letter, indented as a paragraph [see 64].)

CHARLES W. SCOTT

(Set to the right, with one em's indention, and in the same type as the body of the letter or article.)

HARVARD UNIVERSITY
CAMBRIDGE, MASS.
June 7, 1911

(Set to the left, with two ems' indention, in smaller type.) (Each line of the address should be in caps and small caps, and should be centered on the one preceding. The date

should be in caps and lower case, likewise centered on those above.)

51. In resolutions, the word "WHEREAS" (see 39); in notes (not footnotes), the word "NOTE," which should be followed by a period and a dash; in constitutions, by-laws, etc., the word "SECTION" introducing paragraphs and followed by a number:

NOTE.—It should be noticed that . . . .
SECTION 1. This association shall be styled . . . .

The usual practice is to abbreviate the word "section" each time it is used in such a connection, except the first:

SECTION 1. The name of the association . . . .
SEC. 2. The object of the association . . . .

SET IN SMALL CAPITALS—

52. A.M. and P.M. (*ante* and *post meridiem*), and B.C. and A.D. ("before Christ" and *anno Domini*); these should be set without a space between (see 22, 103, 106, 219):

11:30 A.M.; 53 B.C., 1906 A.D.

USE SMALL (i.e., "lower-case") INITIAL LETTER FOR—

53. Words of common usage, originally proper names, and their derivatives, in whose present, generalized acceptation the origin has become obscured, and generally all verbs derived from proper names (see 1):

utopia, bohemian, philistine, titanic, platonic, quixotic, bonanza, china, morocco, guinea-pig, boycott, roman (type), italicize, christianize, anglicize, macadamize.

54. In literary references such minor subdivisions and their abbreviations as—

chapter, section, page, article, verse, line, note; chap., sec., p., art., vs., l., n. (See 37, 110, and 237.)

55. Units of measurement as—

h.=hour, min.=minute, sec.=second; lb.=pound, oz.=ounce; yd.=yard, ft.=foot; etc.

56. In italic side-heads, all but the first word and proper names. (See 172 and 280.)

57. The first word of a quotation which, through a conjunction or otherwise, is immediately connected with what precedes, even if such word in the original begins a sentence.

For illustration and exception see 35 and 131.

THE USE OF ITALICS

ITALICIZE—

58. Words or phrases to which it is desired to lend emphasis, importance, etc.:

"This was, however, *not* the case"; "It is sufficiently plain that the *sciences of life*, at least, are studies of processes."

59. Words and phrases from foreign languages, inserted into the English text, and not incorporated into the English language; and also (as a rule) single sentences or brief passages not of sufficient length to call for reduced type (see **85**):

"the Darwinian *Weltanschauung*"; "Napoleon's *coup d'état*"; "the debater *par excellence* of the Senate"; "*De gustibus non est disputandum*, or, as the French have it, *Chacun à son gout*."

But *do not* italicize foreign titles preceding names, or names of foreign institutions or places the meaning or position of which in English would have required roman type, and which either are without English equivalents or are by preference used in lieu of these:

Père Lagrange, Freiherr von Schwenau; the German Reichstag, the Champs Elysées, the Museo delle Terme;

nor words of everyday occurrence which have become sufficiently anglicized, even though still retaining the accents of the original language:

a posteriori
a priori
à propos
aide de camp
Alma Mater
attaché
bas-relief
beau ideal
bona fide
bric-à-brac
café
chargé d'affaires
chiaroscuro
clientèle
confrère
connoisseur
crèche
criterion (-a)
cul-de-sac
data
débris
début
décolleté
dénouement
dépôt (=depository)
doctrinaire
dramatis personae
éclat
élite
ennui
entrée
ex cathedra
ex officio
exposé
façade
facsimile
fête
habeas corpus
habitué
innuendo
levée
littérateur
litterati
massage
matinée
mêlée
menu
motif
naïve
née
net
névé
niche
nil
nom de plume
papier mâché
per annum
per capita
per cent
per contra
personnel
postmortem
(n. and adj.)
prima facie
pro and con(tra)
protégé
pro tem(pore)
questionnaire
queue
régime
rendezvous
résumé
reveille
rôle
savant
sobriquet
soirée
tête-à-tête
umlaut
verbatim
versus (v.)
via
vice versa
vis-à-vis
viva voce

60. Titles of publications—books (including plays, essays, cycles of poems, and single poems of considerable length, usually printed separately, and not from the context understood to form parts of a larger volume [see **81**]), pamphlets, treatises, tracts, documents, and periodicals (including regularly appearing proceedings and transactions; and also the name of a journal appearing in the journal itself) (see **41**); and

in the case of newspapers, periodicals, etc., the name of the city (where published) when forming an integral part of the name:

Spencer, *Principles of Sociology; A Midsummer Night's Dream;* Carlyle, *Essay on Burns; Idylls of the King; Paradise Lost;* the *Independent*, the *Modern Language Review*, the *Chicago Tribune*, the *New York Times*, *Report of the United States Commissioner of Education*, *Transactions of the Illinois Society for Child Study.*

NOTE.—The *Botanical Gazette* uses italics for such titles in the text only; in footnotes, roman. Its own name it prints in caps and small caps—BOTANICAL GAZETTE.

This rule *may* be departed from in lengthy bibliographical lists, in tables, or in other matter where to follow it would result in an undue preponderance of italics. (See note to 41.)

Books of the Bible, both canonical and apocryphal, and titles of ancient manuscripts should be set in roman type. (See 31 and 44.)

61. The following words, phrases, and abbreviations used in literary and legal references:

ad loc., *circa* (*ca.*), *et al.*, *ibid.*, *idem*, *infra*, *loc. cit.*, *op. cit.*, *passim*, *sic*, *supra*, *s.v.*, *vide.*

But *do not* italicize—

cf., e.g., i.e., v. (versus), viz., etc.

62. The words *See* and *See also*, when used in an index or similar compilation, for the purpose of a cross-reference, where the differentiation of those words from the context is desirable; and the words *for*

and *read* in lists of errata, to separate them from the incorrect and correct readings:

See also Sociology; *for* levee *read* levée.

63. The names of plaintiff and defendant in the citation of legal causes; also the titles of proceedings containing such prefixes as *in re, ex parte,* and *In the matter of, etc.:*

Conolly v. *Union Sewer Pipe Co.; In re Smith; Ex parte Brown; In the matter of the petition of Henry Robinson for a writ of habeas corpus.*

64. Address lines in speeches, reports, etc., and primary address lines in letters (set flush, in a separate line, with nouns capitalized [see 50]):

Mr. President, Ladies and Gentlemen:

Mr. John Smith, 321 Dearborn Street, Chicago, Ill.

DEAR SIR: I take pleasure in announcing . . . .

65. In signatures, the position or title added after the name. If this consists of only one word, it is run into the same line with the name; if of more than one, but no longer than the name, center the first letter under the name line, and indent one em on the right; if longer than the name, center the name over the second line and set this flush. These rules are, however, subject to the exigencies of special cases:

ARTHUR P. MAGUIRE, *Secretary*

Yours very truly,

CARTER H. HARRISON

Mayor of Chicago

CHARLES M. GAYLEY

Professor of English Language and Literature

66. *a*), *b*), *c*), etc., used to indicate subdivisions (single parenthesis if beginning a paragraph, double parentheses if "run in"); and *a*, *b*, *c*, etc., affixed to the number of verse, page, etc., to denote fractional part:
Luke 4:31*a*.

67. Letters used to designate unknown quantities, lines, etc., in algebraic, geometrical, and similar matter:
$ac+bc=c(a+b)$; the lines *ad* and *AD;* the *n*th power.

68. As a rule, letters in legends or in the text referring to corresponding letters in accompanying illustrations:
"At the point *A* above (see diagram)."

69. References to particular letters:
the letter *u*, a small *v*.

70. *s.* and *d.* (=shillings and pence) following numerals:
3*s.* 6*d.* (See **270.**)

71. In zoölogical, geological, and paleontological matter, scientific (Latin) names of genera and species when used together, the generic name being in the nominative singular:
Felis leo, Rosa Carolina, Conodectes javosus, Phyteuma Halleri. (See **46, 48.**)

In botanical, geological, and paleontological matter the names of genera and species when used together, and of genera, only, when used alone:
Acer saccharum, Basidiobolus, Alternaria, Erythrosuchus.

In medical matter, however, the general practice is to print such names in roman, avoiding italics altogether.

In astronomical and astrophysical matter:

a) The Greek, Latin, and Arabic names of planets, satellites, constellations, and individual stars:

Jupiter, Tethys, Lyra, Antares, ψ Orionis (but: Orion-type stars).

b) Designations of celestial objects in well-known catalogues; also the Flamsteed numbers and Baeyer letters:

M 13 (for No. 13 of Messier's *Catalogue of Nebulae and Clusters*), *Bond 619, N.G.C. 6165; 85 Pegasi, f Tauri, Lalande 5761.*

c) Symbols for the chemical elements:

H, Ca, Ti. (See **123.**)

d) The lower-case letters designating certain Fraunhofer lines:

a, b, g, h;

but not the capital letters given by Fraunhofer to spectral lines:

A–H, and K;

and the letters designating the spectral types of stars are *not* italicized:

A5, B3, Mb.

72. In resolutions, the word "*Resolved.*" (See **39.**)

73. After headlines or titles, as a rule, the word "*Continued*"; and "*To be continued*" at the end of articles (see **179**):

THE SCOPE OF SOCIOLOGY—*Continued*

[*To be continued*]

QUOTATIONS

PUT BETWEEN QUOTATION MARKS (and in roman type—i.e., "roman-quote")—

74. Citations, run into the text, of a passage from an author in his own words. (See **85.**)

75. Quotations from different authors, or from different works by the same author, following each other, uninterrupted by any intervening original matter, or by any reference to their respective sources (other than a reference figure for a footnote), even though such quotations are reduced. (See **85–87.**)

76. A word or phrase accompanied by its definition:

"Drop-folio" means a page-number at the foot of the page.

77. An unusual, technical, ironical, etc., word or phrase in the text, whether or not accompanied by a word, like "so-called," directing attention to it:

Her "five o'clocks" were famous in the neighborhood; She was wearing a gown of "lobster-colored" silk; He was elected "master of the rolls"; We then repaired to what he called his "quarter deck"; A "lead" is then inserted between the lines; This so-called "man of affairs."

78. In translations, the English equivalent of a word, phrase, or passage from a foreign language:

Weltanschauung, "world-view" or "fundamental aspect of life"; Mommsen *Römische Geschichte* ("History of Rome").

79. The particular word or words to which attention is directed:

the term "lynch law"; the phrase "liberty of conscience"; the concepts "good" and "bad"; the name "Chicago."

80. Serial titles:

"English Men of Letters" series; "International Critical Commentary."

81. Titles of shorter poems (see **60**):

Shelley's "To a Skylark."

82. Cited titles of subdivisions (e.g., parts, books, chapters, etc.) of publications; titles of papers, lectures, sermons, articles, toasts, mottoes, etc.:

The Beginnings of the Science of Political Economy, Vol. I, "The British School," chap. ii, "John Stuart Mill"; the articles "Cross," "Crucifixion," and "Crusade" in Hastings' *Dictionary of the Bible;* The subject of the lecture was "Japan—Its Past, Present, and Future"; the next toast on the program was "Our German Visitor"; The king's motto is "For God and My Country."

NOTE.—The *Botanical Gazette*, in footnotes, does not use quotation marks for such titles.

References to the Preface, Introduction, Table of Contents, Index, etc., of a specific work, should be set with capitals, without quotation marks:

Preface, p. iii; "The Introduction contains . . . ."; "The Appendix occupies a hundred pages"; but: "The book has a very complete index."

83. Names of ships:

the U.S. SS. "Oregon."

84. Titles of pictures and works of art:

Murillo's "The Holy Family."

SET IN SMALLER TYPE—

85. Ordinarily, all prose extracts which will make five or more lines in the smaller type, and all poetry citations of two lines or more. An isolated prose quotation, even though its length would bring it under this rule, may properly be run into the text, if it bears an organic relation to the argument presented. On the other hand, a quotation of one or two lines which is closely preceded or followed by longer extracts, set in smaller type, may likewise be reduced, as a matter of uniform appearance.

86. As a rule, reduce from 11-pt. and 10-pt. to 9-pt., from 9-pt. to 8-pt., from 8-pt. to 6-pt. (See **252.**)

87. Reduced citations should not have quotation marks, except in such cases as noted in **75**; nor should quotation marks, as a rule, be used in connection with italics.

GENERAL RULES—

88. Quotation marks should always include ellipses, and the phrase "etc." when it otherwise would not be clear that it stands for an omitted part of the matter quoted, perfect clearness in each individual case being the best criterion:

"Art. II, sec. 2, of the Constitution provides that 'each state shall appoint . . . . a number of electors equal to the whole

number of senators and representatives . . . .'"; "He also wrote a series of 'Helps to Discovery, etc.'"—"etc." here indicating, not that he wrote other works which are unnamed, but that the title of the one named is not given in full; but, on the other hand: "Preaching from the text, 'For God so loved the world,' etc. . . . ."—"etc." here being placed outside of the quotation marks in order to show that it does not stand for other, unnamed, objects of God's love.

89. Quoted prose matter (i.e., matter set with quotation marks; see above) which is broken up into paragraphs should have the quotation marks repeated at the beginning of each paragraph.

90. Where alignment is desired, the quotation marks should be "cleared"—i.e., should project beyond the line of alignment:

> "Keep away from dirtiness—keep away from mess.
> Don't get into doin' things rather-more-or-less!"

91. Double quotation marks are used for primary quotations; for a quotation within a quotation, single; going back to double for a third, to single for a fourth, and so on:

> "The orator then proceeded: 'The dictionary tells us that "the words, 'freedom' and 'liberty,' though often interchanged, are distinct in some of their applications."'"

SPELLING

SPELL OUT—

92. All civil and military titles, and forms of address, preceding the name, except Mr., Messrs., Mrs. (French: M., MM., M^me^, M^lle^), Dr., Rev., Hon. (*do not*, except in quotations, set *the* Rev., *the* Hon.); Esq., following the name, should likewise always be abbreviated.

93. Christian names, as George, Charles, John (not: Geo., Chas., Jno.), except where the abbreviated form is used in quoted matter or in original signatures; and "von" as part of a person's name. (See 240.)

94. Subject to the exceptions named at the end of this section, in ordinary reading-matter, all numbers of less than three digits, unless of a statistical or technical character, or unless occurring in groups of six or more following each other in close succession:

"There are thirty-eight cities in the United States with a population of 100,000 or over"; "a fifty-yard dash"; "two pounds of sugar"; "Four horses, sixteen cows, seventy-six sheep, and a billy goat constituted the live stock of the farm"; "He spent a total of two years, three months, and seventeen days in jail." But: "He spent 128 days in the hospital"; "a board 20 feet 2 inches long by 1½ feet wide and 1¼ inches

thick"; "the ratio of 16 to 1"; "In some quarters of Paris, inhabited by wealthy families, the death-rate is 1 to every 65 persons; in others, inhabited by the poor, it is 1 to 15"; "His purchase consisted of 2 pounds of sugar, 20 pounds of flour, 1 pound of coffee, ½ pound of tea, 3 pounds of meat, and 1½ pounds of fish, besides 2 pecks of potatoes and a pint of vinegar."

Treat all numbers in connected groups alike, as far as possible; do not use figures for some and spell out others; if the largest contains three or more digits, use figures for all (see **96**):

"The force employed during the three months was 87, 93, and 106, respectively."

As a general rule, however, decimals, degrees, dimensions, distances, enumerations, money, percentage, weights, and like matter should be expressed in figures:

10°, 45 miles, 3 cubic feet, 24 pages, 100 bushels, 9 per cent (see **123**), 45 pounds, $1,000, etc.

95. Round numbers (i.e., approximate figures in even units, the unit being 100 in numbers of less than 1,000, and 1,000 in numbers of more):

"The attendance was estimated at five hundred" (but: "at 550"); "a thesis of about three thousand words" (but: "of about 2,700"); "The population of Chicago is approximately two millions" (but: "1,900,000"). Cases like 1,500, if for some special reason spelled out, should be written "fifteen hundred," not "one thousand five hundred."

96. All numbers, no matter how high, commencing a sentence in ordinary reading-matter:

"Five hundred and ninety-three men, 417 women, and 126 children under eighteen, besides 63 of the crew, went down with the ship."

When this is impracticable, or for any reason undesirable, reconstruct the sentence; e.g.:

"The total number of those who went down with the ship was 593 men," etc.

97. Sums of money, when occurring in isolated cases in ordinary reading-matter:

"The admission was two dollars."

When several such numbers occur close together, and in all matter of a statistical character, use figures:

"Admission: men, $2; women, $1; children, 25 cents."

98. Time of day, in ordinary reading-matter:

at four; at half-past two in the afternoon; at seven o'clock.

Statistically, in enumerations, and always in connection with A.M. and P.M., use figures:

at 4:15 P.M. (omit "o'clock" in such connections).

99. Ages:

eighty years and four months old; children between six and fourteen.

100. Numbers of centuries, of Egyptian dynasties, of sessions of Congress, of military bodies, of political divisions, of thoroughfares, and in all similar cases, unless brevity is an important consideration (see **7**, **8**, and **13**):

nineteenth century; Fifth Dynasty; Fifty-fourth Congress, Second Session; Fifteenth Infantry I.N.G.; Sixth Congressional District, Second Ward; Fifth Avenue.

101. References to particular decades:
in the nineties.

102. Names of months, except in statistical matter or in long enumerations:
from January 1 to April 15 (omit, after dates, *st*, *d*, and *th*).

103. "United States," except in quotations and such connections as: General Schofield, U.S.A.; U.S. SS. "Oregon"; in footnotes and similar references: U.S. Geological Survey. (See **22, 52, 106.**)

104. "Railroad (-way)," and "Fort," "Mount," and "Port" in geographical appellations (see **4**):
Chicago, Milwaukee & St. Paul Railroad (not: R.R. or Ry.); Fort Wayne, Port Huron, Mount Elias.

105. In most cases, all names of publications. This rule, like many another, is open to modification in particular instances, for which no directions can here be given. Expediency, nature of context, authoritative usage, and author's preference are some of the points to be considered. Generally, if in doubt, spell out; good taste will condone offenses in this direction more readily than in the opposite.

ABBREVIATE—

106. Names of states, territories, and possessions of the United States following those of towns, with a few exceptions, as follows, without space between the letters of abbreviations (see **22, 52, 103**):

Ala.	La.	Ore.
Alaska	Me.	Pa.
Ariz.	Mass.	P.I.=Philippine Islands
Ark.	Md.	
Cal.	Mich.	P.R.=Porto Rico
Colo.	Minn.	R.I.
Conn.	Miss.	Samoa
D.C.	Mo.	S.C.
Del.	Mont.	S.D.
Fla.	N.C.	Tenn.
Ga.	N.D.	Tex.
H.I.=Hawaiian Islands	Neb.	Utah
	Nev.	Vt.
Idaho	N.H.	Va.
Ill.	N.J.	Wash.
Ind.	N.M.	Wis.
Ia.	N.Y.	W.Va.
Kan.	Ohio	Wyo.
Ky.	Okla.	

107. In technical matter (footnote references, bibliographies, etc.), "Company" and "Brothers," and the word "and" (& = "short and" or "ampersand"), in names of commercial firms:

The Macmillan Co., Macmillan & Co., Harper Bros.; Chicago, Milwaukee & St. Paul Railroad.

In text matter, not of a technical character, "Company" and "Brothers" may, however, be spelled out:

"Harper Brothers have recently published . . . ."; "The Century Company announces . . . ."; "The extraordinary story of the South Sea Company."

108. "Saint" before a name:

St. Louis, St. Peter's Church, SS. Peter and Paul.

"St." should, however, preferably be omitted in

connection with the names of apostles, evangelists, and church fathers:

Luke, Paul, Augustine; not: St. Luke, St. Paul, St. Augustine.

109. In references to Scripture passages, the books of the Bible and of the Apocrypha, and versions of the Bible commonly referred to, as follows:

OLD TESTAMENT

Gen.	Esther	Hos.
Exod.	Job	Joel
Lev.	Ps. (Pss.)	Amos
Num.	Prov.	Obad.
Deut.	Eccles.	Jonah
Josh.	Song of Sol. (or Cant.)	Mic.
Judg.	Isa.	Nah.
Ruth	Jer.	Hab.
I and II Sam.	Lam.	Zeph.
I and II Kings	Ezek.	Hag.
I and II Chron.	Dan.	Zech.
Ezra		Mal.
Neh.		

NEW TESTAMENT

Matt.	Gal.	Philem.
Mark	Eph.	Heb.
Luke	Phil.	Jas.
John	Col.	I and II Pet.
Acts	I and II Thess.	I, II, and III John
Rom.	I and II Tim.	Jude
I and II Cor.	Titus	Rev.

APOCRYPHA (APOC.)

I and II Esd.	Wisd. of Sol.	Sus.
Tob.=Tobit	Ecclus.	Bel and Dragon
Jud.=Judith	Bar.	Pr. of Man.
Rest of Esther	Song of Three Children	I, II, III, and IV Macc.

VERSIONS OF THE BIBLE COMMONLY REFERRED TO

A.V. =Authorized Version.
R.V. =Revised Version.
R.V.m. =Revised Version, margin.
A.R.V. =American Standard Revised Version.
A.R.V.m. =American Standard Revised Version, margin.
E.R.V. =English Revised Version.
E.R.V.m. =English Revised Version, margin.
E.V. =English Version of the Bible.
Vulg. =Vulgate.
LXX =Septuagint.

110. In literary references, in footnotes and matter of a bibliographical character, "volume," "number," "psalm," "division," "chapter," "article," "section," "page," "column," "verse," "line," "note," "figure," followed by their number (see **37** and **237**); and the word "following" after the number to denote continuance:

Vol. I (plural, Vols.), No. 1 (Nos.), Ps. 20 (Pss.), Div. III, chap. ii (chaps.), art. iii (arts.), sec. 4 (secs.), p. 5 (pp.), col. 6 (cols.), vs. 7 (vss.), l. 8 (ll.), n. 9 (nn.), Fig. 7 (Figs.); pp. 5–7 (=pages 5 to 7 inclusive), pp. 5 f. (=page 5 and the following page), pp. 5 ff. (=page 5 and the following pages).

111. The common designations of weights and measures in the metric system, as well as the symbols of measurement in common use, when following a numeral:

1 m., 2 dm., 3 cm., 4 mm.; c.m. (=cubic meter), c.d., c.c., c.mm.; gm. (=gram); gr. (=grain); h. (=hour), min. (=minute), sec. (=second); lb. (=pound), oz. (=ounce); yd., ft., in.; Å.U. (=Ångström units), H.P. (=horse-power), C. (=centigrade), F. (=Fahrenheit), and L.C.M. (=lowest common multiple), etc. (See **123**.)

GENERAL RULES—

112. In extracts from modern authors whose spelling and punctuation differ but slightly from ours, and where such variations do not affect the meaning, use office style. In citations from Old English works, and in such cases where it appears to be essential to the writer's plan or the requirements of the context to give a faithful rendering, follow the original copy. Titles should always be accurately quoted.

113. Form the possessive of proper names ending in *s* or another sibilant, if monosyllabic, by adding an apostrophe and *s;* if of more than one syllable, by adding an apostrophe alone:

King James's Version, Burns's poems, Marx's theories; Moses' law, Jesus' birth, Demosthenes' orations, Berlioz' compositions; for convenience' sake.

114. Before sounded *h*, long *u*, and the word "one" use "a" as the form of the indefinite article:

a hotel, a harmonic, a historical, a union, [a euphonious word], such a one.

115. Do not use ligature *æ* and *œ*, but separate the letters, in quotations from Latin, and in anglicized derivatives from Latin, or from Greek through Latin, where *e* has not been substituted for the diphthong:

> Aurea prima sata est aetasque, vindice nullo,
> sponte sua, sine lege, fidem rectumque colebat;
> poena metusque aberant . . . .

the *Aeneid*, *Oedipus Tyrannus*, Caesar, aesthetic, subpoena.

In quotations from Old English, and from French and other modern languages it is incorrect to separate the letters, and the ligature should be retained when following another vowel:

Ælfred, AS *hwæte*="wheat"; *Œuvres de Balzac, chef-d'œuvre; zoœcium.*

116. Differentiate "farther" and "further" by using the former in the sense of "more remote," "at a greater distance"; the latter in the sense of "moreover," "in addition":

the farther end; he went still farther; further, he suggested; a further reason.

117. In forms of address (vocative) use the "O" without a comma following; for an exclamation use "Oh," followed by a comma (see **40**):

"O thou most mighty ruler!" "Oh, why did not Cerberus drag me back to hell?"

118. The following participles, although ending with a syllable beginning with a vowel, retain the final *e* in the primary word:

agreeing	hieing	singeing
dyeing	hoeing	tingeing
eyeing	shoeing	vieing

The following participles illustrate those that omit the *e* before the terminal:

acknowledging	gluing	judging
awing	grudging	owing
bluing	icing	trudging
encouraging	issuing	truing

119. Spell:

abridgment	center	favor	kidnaper
accouter	check	fetish	Koran
acknowledgment	chiseled	fiber	labeled
adz	chlorid	flavor	labor
aegis	chock-full	fluorid	lacquer
Aeolian	clamor	focused	leukocyte
aesthetic	clinch	forward	leveled
afterward	clue	fulfil	libeled
Algonkian	coeval	fulness	liter
almanac	color	gaiety	lodgment
aluminum	controller[1]	Galilean	Lukan
ambassador	cotillion	gipsy	maneuver
amid	councilor	glamor	Markan
among	counselor	glycerin	marshaled
anemia	cozy	goodbye	marvelous
appareled	cue	graveled	meager
arbor	defense	gray	mediaeval
archaeology	demarkation	gruesome	meter
ardor	demeanor	guarantee (v.)	miter
armor	diarrhea	guaranty (n.)	modeled
ascendency	disheveled	harbor	Mohammedan
ascendent	disk	hematoxylin	mold
Athenaeum	dispatch	hemorrhage	molt
ax	distil	Hindu	moneyed
aye	downward	honor	movable
bark (vessel)	draft	imbed	mustache
barreled	drought	impaneled	neighbor
bazaar	dueler	imperiled	odor
Beduin	dulness	incase	offense
behavior	dwelt	inclose	outward
biased	embitter	incrust	oxid
blessed	emir	incumbrance	paean
bowlder	employee	indorse	paleography
burned	encyclopedic	infold	paleontology
caesura	endeavor	ingraft	paneled
caliber	engulf	instal	parceled
canceled	enrol	instil	parole
candor	ensnare	insure	parquet
cannoneer	envelope (n.)	intrench	partisan
canyon	enwrapped	intrust	peddler
carcass	equaled	inward	penciled
caroled	Eskimo	jeweled	Phoenix
castor (roller)	exhibitor	Judea	pigmy
caviler	fantasy	judgment	plow

[1] In official publications of the University of Chicago "comptroller."

practice (n. and v.)	rumor	subtle	trousers
pretense	saber	succor	trunkated
primeval	salable	sumac	tumor
program	Savior	syrup	upward
quarreled	savor	taboo	valor
raveled	scepter	talc	vapor
reconnoiter	sepulcher	theater	vendor
reinforce	sergeant	thraldom	vigor
rencounter	skepticism	thrash	whiskey
reverie	skilful	tormentor	wilful
rigor	smolder	toward	woeful
rivaled	somber	trammeled	woolen
riveted	specter	tranquilize	worshiper
ruble	staunch	tranquillity	Yahweh
	subpoena	traveler	

NOTE.—Make one word of "anyone," "someone," "everyone," "today," "tomorrow," "tonight," "cannot" (see 204). Distinguish between "sometimes" and "some time(s)."

120. Differentiate between the terminations *-ise* and *-ize* as follows:

SPELL WITH *-ise*

advertise	comprise	enterprise	premise
advise	compromise	excise	reprise
affranchise	demise	exercise	revise
appraise	despise	exorcise	rise
apprise (to inform)	devise	franchise	supervise
arise	disfranchise	improvise	surmise
chastise	disguise	incise	surprise
circumcise	emprise	manuprise	
	enfranchise	merchandise	

SPELL WITH *-ize* (*-yze*)

aggrandize	autolyze	civilize	energize
agonize	baptize	classicize	epitomize
analyze	brutalize	colonize	equalize
anatomize	canonize	criticize	eulogize
anglicize	catechize	crystallize	evangelize
apologize	catholicize	demoralize	extemporize
apostrophize	cauterize	deputize	familiarize
apprize (to appraise)	centralize	dogmatize	fertilize
authorize	characterize	economize	fossilize
	christianize	emphasize	fraternize

galvanize	methodize	polarize	stigmatize
generalize	minimize	professionalize	subsidize
gormandize	modernize	protestantize	summarize
harmonize	monopolize	pulverize	syllogize
hellenize	moralize	realize	symbolize
humanize	nationalize	recognize	sympathize
immortalize	naturalize	reorganize	tantalize
italicize	neutralize	revolutionize	temporize
jeopardize	organize	satirize	tranquilize
legalize	ostracize	scandalize	tyrannize
liberalize	oxidize	scrutinize	utilize
localize	paralyze	signalize	vaporize
magnetize	particularize	solemnize	visualize
manumize	pasteurize	soliloquize	vitalize
memorialize	patronize	specialize	vocalize
mesmerize	philosophize	spiritualize	vulcanize
metamorphize	plagiarize	standardize	vulgarize

PUNCTUATION

121. All punctuation marks should be printed in the same style or font of type as the word or letter immediately preceding them:

"With the cry of *Banzai!* the regiment stormed the hill"; Luke 4:16*a;* No. 1.

PERIOD—

122. A period is used to indicate the end of a complete sentence. (See **125.**)

123. Put a period after all abbreviations, except in cases where a mechanical necessity compels the omission of a letter or letters in the middle of a word for which there is no recognized abbreviated form; such omission is indicated by an apostrophe. Treat the metric symbols as abbreviations, but not the chemical symbols, nor the phrase "per cent," nor the format of books:

Macmillan & Co., Mr. Smith, St. Paul, No. 1, Chas. (see 93), *ibid., s.v.;* 10 mm.; but: m'f'g pl't (=manufacturing plant); O, Fe; 2 per cent (see 94); 4to, 8vo.

NOTE.—With respect to symbols for measures the following exceptions should be noted: *Astrophysical Journal*, 12 mm (with thin space and no period) (but: $2^h\ 3^m\ 4^s$); *Botanical Gazette*, 12 mm., 125 ft., 9 cc. (on line, with period). *Astrophysical Journal* uses italics for chemical symbols: *Fe*, $CaSO_4$ (see 71).

But *do not* use a period, in technical matter, after the recognized abbreviations for linguistic epochs, or

for titles of well-known publications of which the initials only are given, nor after MS (=manuscript): IE (=Indo-European), OE (=Old English), MHG (=Middle High German); *AJSL* (=*American Journal of Semitic Languages and Literatures*), *ZAW* (=*Zeitschrift für alttestamentliche Wissenschaft*), *CIL* (=*Corpus Inscriptionum Latinorum*).

124. Use no period after Roman numerals, even if having the value of ordinals:

Vol. IV; Louis XVI was on the throne.

125. Omit the period after running-heads (for explanation of this and the following terms see **279–83**); after centered headlines; after side-heads set in separate lines; after cut-in heads; after box-heads in tables; and after superscriptions and legends which do not form a complete sentence (with subject and predicate); after date lines at top of communications, and after signatures. (See **50.**)

126. The period is placed inside the quotation marks; and inside the parentheses when the matter inclosed is an independent sentence and forms no part of the preceding sentence; otherwise outside:

Tennyson's "In Memoriam." Put the period inside the quotation marks. (This is a rule without exception.) When the parentheses form part of the preceding sentence, put the period outside (as, for instance, here).

EXCLAMATION POINT—

127. The exclamation point is used to mark an outcry, or an emphatic or ironical utterance:

"Long live the king!" "Heaven forbid!" "Good!" he cried; "How funny this seems!" "This must not be!" The subject of his lecture was "The Thisness of the That"! The speaker went on: "Nobody should leave his home tomorrow without a marked ballot in their (!) pocket."

128. The exclamation point is placed inside the quotation marks when part of the quotation; otherwise outside.

See illustrations in **127**.

INTERROGATION POINT—

129. The interrogation point is used to mark a query, or to express a doubt:

"Who is this?" The prisoner gave his name as Roger Crowninshield, the son of an English baronet (?).

Indirect questions, however, should not be followed by an interrogation point:

He asked whether he was ill.

130. The interrogation point should be placed inside the quotation marks only when it is a part of the quotation:

The question: "Who is who, and what is what?" Were you ever in "Tsintsinnati"?

COLON—

131. The colon is used to "mark a discontinuity of grammatical construction greater than that indicated by the semicolon and less than that indicated by the period. It is commonly used (1) to emphasize a close connection in thought between two clauses each of which forms a complete sentence, and which

might with grammatical propriety be separated by a period; (2) to separate a clause which is grammatically complete from a second which contains an illustration or amplification of its meaning; (3) to introduce a formal statement, an extract, a speech in a dialogue, etc." (*Century Dictionary*) (unless this is preceded by a conjunction, like "that," immediately connecting it with what goes before). Before the quotation of a clause in the middle of a sentence use a comma:

(1) "This argument undeniably contains some force: Thus it is well known that . . . ." "The secretion of the gland goes on uninterruptedly: this may account for the condition of the organ." "The fear of death is universal: even the lowest animals instinctively shrink from annihilation." (2) "Most countries have a national flower: France the lily, England the rose, etc." "Lambert pine: the gigantic sugar pine of California." (3) "The rule may be stated thus: . . . ." "We quote from the address: . . . ." "Charles: 'Where are you going?' George: 'To the mill-pond.'" But: "He stoutly maintained that 'the letter is a monstrous forgery'"; and: "Declaring, 'The letter is a monstrous forgery,' he tried to wash his hands of the whole affair."

132. The colon thus often takes the place of an implied "namely," "as follows," "for instance," or a similar phrase. Where such word or phrase is used, it should be followed by a colon if what follows consists of one or more grammatically complete clauses; otherwise, by a comma (see **145**):

"This is true of only two nations—the wealthiest, though not the largest, in Europe: Great Britain and France"; but:

"This is true of only two nations—the wealthiest, though not the largest, in Europe—viz., Great Britain and France." "He made several absurd statements. For example: . . . ."; but: "There are several states in the Union—for instance, Kansas and Wyoming—which . . . ."

133. Put a colon after the salutatory phrase at the beginning of a letter, and after the introductory remark of a speaker addressing the chairman or the audience:

MY DEAR MR. BROWN: (See **50.**)
Mr. Chairman, Ladies and Gentlemen: (See **64.**)

134. Put a colon between chapter and verse in Scripture passages, and between hours and minutes in time indications:

Matt. 2:5–13; 4:30 P.M.

135. Put a colon between the place of publication and the publisher's name in literary and bibliographical references:

Clement of Alexandria (London: Macmillan), II, 97.

136. The colon should be placed outside the quotation marks, unless a part of the quotation:

He writes under the head of "Notes and Comments": "Many a man can testify to the truth of the old adage:" etc.

SEMICOLON—

137. A semicolon is used to mark the division of a sentence somewhat more independent than that marked by a comma:

"Are we giving our lives to perpetuate the things that the past has created for its needs, forgetting to ask whether these

things still serve today's needs; or are we thinking of living men?" "This is as important for science as it is for practice; indeed, it may be said to be the only important consideration." "It is so in war; it is so in the economic life; it cannot be otherwise in religion." "In Russia the final decision rests with the Czar, advised by his ministers; in most constitutional countries, indirectly with the people as represented in parliament; in Switzerland alone, through the referendum, directly with the electorate at large." "This, let it be remembered, was the ground taken by Mill; for to him 'utilitarianism,' in spite of all his critics may say, did not mean the pursuit of bodily pleasure." ("For" in such cases should commonly be preceded by a semicolon.)

138. In enumerations use a semicolon between the different links, if these consist of more than a few words closely connected, and especially if individual clauses contain any punctuation mark of less value than a period, or an exclamation or interrogation point (unless inclosed in parentheses), yet are intimately joined one with the other, and all with the sentence or clause leading up to them, for instance through dependence upon a conjunction, like "that," preceding them (see **36**):

"The membership of the international commission was made up as follows: France, 4; Germany, 5; Great Britain, 1 (owing to a misunderstanding, the announcement did not reach the English societies in time to secure a full quota from that country. Sir Henry Campbell, who had the matter in charge, being absent at the time, great difficulty was experienced in arousing sufficient interest to insure the sending of even a solitary delegate); Italy, 3; the United States, 7."

"The defendant, in justification of his act, pleaded that (1) he was despondent over the loss of his wife; (2) he was out of work; (3) he had had nothing to eat for two days; (4) he was under the influence of liquor." "Presidents Hadley, of Yale; Eliot, of Harvard; Butler, of Columbia; and Angell, of Michigan."

139. In Scripture references a semicolon is used to separate passages containing chapters:

Gen. 2:3–6, 9, 14; 3:17; chap. 5; 6:15.

140. The semicolon should be placed outside the quotation marks, unless a part of the quotation.

COMMA—

141. The comma is "used to indicate the smallest interruptions in continuity of thought or grammatical construction, the marking of which contributes to clearness" (*Century Dictionary*):

"Here, as in many other cases, what is sometimes popularly supposed to be orthodox is really a heresy, an exaggeration, a distortion, a caricature of the true doctrine of the church. The doctrine is, indeed, laid down by an authority here and there; but, speaking generally, it has no place in the standards, creeds, or confessions of the great communions; e.g., the Apostles' Creed, the Nicene Creed, the canons of the early ecumenical councils, the Westminster Confession, the Thirty-nine Articles." "Shakspere and other, lesser, poets." "The books which I have read I herewith return" (i.e., I return those [only] which I have read); but: "The books, which I have read, I herewith return" (i.e., having read them [all], I now return them). "Gossiping, women are happy"; and:

"Gossiping women are happy." "Of these four, two Americans and one Englishman started"; and: "Of these, four—two Americans and two Englishmen—started." "The suffering, God will relieve." "Behind, her 'stage mother' stood fluttering with extra wraps." "Some boys and girls prematurely announce themselves, usually in uncomfortable, sometimes in bad, ways."

142. Use a comma to separate proper nouns belonging to different individuals or places:

"To John, Smith was always kind"; "To America, Europe awards the prize of mechanical skill."

143. Put a comma before "and," "or," and "nor" connecting the last two links in a sequence of three or more; or all the links in a series of greater length, or where each individual link consists of several words; always put a comma before "etc.":

Tom, Dick, and Harry; either copper, silver, or gold; "He was equally familiar with Homer, and Shakespere, and Molière, and Cervantes, and Goethe, and Ibsen"; "Neither France for her art, nor Germany for her army, nor England for her democracy, etc."

But *do not* use a comma where "and," etc., serves to connect all of the links in a brief and close-knit phrase:

"a man good and noble and true"; "I do not remember who wrote the stanza—whether it was Shelley or Keats or Moore."

144. Ordinarily, put a comma before and after clauses introduced by such conjunctions as "and," "but,"

"if," "while," "as," "whereas," "since," "because," "when," "after," "although," etc., especially if a change of subject takes place:

"When he arrived at the railway station, the train had gone, and his friend, who had come to bid him goodbye, had departed, but left no word. As the next train was not due for two hours, he decided to take a ride about the town, although it offered little of interest to the sightseer. While he regretted his failure to meet his friend, he did not go to his house."

But *do not* use a comma before clauses introduced by such conjunctions if the preceding clause is not logically complete without them; nor before "if," "but," and "though" in brief and close-welded phrases:

"This is especially interesting because they represent the two extremes and because they present differences in their relations"; "This is good because true"; "I shall agree to this only if you accept my conditions"; "I would not if I could, and could not if I would"; "honest though poor"; "a cheap but valuable book."

145. Such conjunctions, adverbs, connective particles, or phrases as "now," "then," "however," "indeed," "therefore," "moreover," "furthermore," "nevertheless," "though," "in fact," "in short," "for instance," "that is," "of course," "on the contrary," "on the other hand," "after all," "to be sure," "for example," etc., should be followed by a comma when standing at the beginning of a sentence or clause to introduce an inference or an explanation,

and should be placed between commas when wedged into the middle of a sentence or clause to mark off a distinct break in the continuity of thought or structure, indicating a summarizing of what precedes, the point of a new departure, or a modifying, restrictive, or antithetical addition, etc.:

"Indeed, this was exactly the point of the argument"; "Moreover, he did not think it feasible"; "Now, the question is this: . . . ." "Nevertheless, he consented to the scheme"; "In fact, rather the reverse is true"; "This, then, is my position: . . . ."; "The statement, therefore, cannot be verified"; "He thought, however, that he would like to try"; "That, after all, seemed a trivial matter"; "The gentleman, of course, was wrong."

But *do not* use a comma with such words when the connection is logically close and structurally smooth enough not to call for any pause in reading; with "therefore," "nevertheless," etc., when directly following the verb; with "indeed" when directly preceding or following an adjective or another adverb which it qualifies; nor ordinarily with such terms as "perhaps," "also," "likewise," etc.:

"Therefore I say unto you . . . ."; "He was therefore unable to be present"; "It is nevertheless true"; "He is recovering very slowly indeed"; "He was perhaps thinking of the future"; "He was a scholar and a sportsman too."

146. A comma is preferably omitted before "rather" in such an expression as—

"The time-value is to be measured in this way rather than by the time-equivalent of the strata."

147. If among several adjectives preceding a noun the last bears a more direct relation to the noun than the others, it should not be preceded by a comma:

"the admirable political institutions of the country"; "a handsome, wealthy young man."

148. Participial clauses, especially such as contain an explanation of the main clause, should usually be set off by a comma:

"Being asleep, he did not hear him"; "Exhausted by a hard day's work, he slept like a stone."

149. Put a comma before "not" introducing an antithetical clause:

"Men addict themselves to inferior pleasures, not because they deliberately prefer them, but because they are the only ones to which they have access."

150. For parenthetical, adverbial, or appositional clauses or phrases use commas to indicate structurally disconnected, but logically integral, interpolations; dashes to indicate both structurally and logically disconnected insertions; never use the two together (see **175**):

"Since, from the naturalistic point of view, mental states are the concomitants of physiological processes . . . ."; "The French, generally speaking, are a nation of artists"; "The English, highly democratic as they are, nevertheless deem the nobility fundamental to their political and social systems." "There was a time—I forget exact date—when these conditions were changed."

151. Use a comma to separate two identical or closely similar words, even if the sense or grammatical construction does not require such separation (see **142**):

"Whatever is, is good"; "What he was, is not known"; "The chief aim of academic striving ought not to be, to be most in evidence"; "This is unique only in this, that . . . ."

152. In adjectival phrases, a complementary, qualifying, delimiting, or antithetical adjective added to the main epithet preceding a noun should be preceded and followed by a comma:

"This harsh, though perfectly logical, conclusion"; "The deceased was a stern and unapproachable, yet withal sympathetic and kind-hearted, gentleman"; "Here comes in the most responsible, because it is the final, office of the teacher"; "The most sensitive, if not the most elusive, part of the training of children."

153. Two or more co-ordinate clauses ending in a word governing or modifying another word in a following clause should be separated by commas:

". . . . a shallow body of water connected with, but well protected from, the open sea"; "He was as tall as, though much younger than, his brother"; "The cultivation in ourselves of a sensitive feeling on the subject of veracity is one of the most useful, and the enfeeblement of that feeling one of the most hurtful, things"; "This road leads away from, rather than toward, your destination."

154. Similarly, use a comma to separate two numbers:

"In 1905, 347 teachers attended the convention"; November 1, 1905. (See **160.**)

155. A comma is employed to indicate the omission, for brevity or convenience, of a word or words the repetition of which is not essential to the meaning:

"In Illinois there are seventeen such institutions; in Ohio, twenty-two; in Indiana, thirteen"; "In Lincoln's first cabinet Seward was secretary of state; Chase, of the treasury; Cameron, of war; and Bates, attorney-general."

Often, however, such constructions are smooth enough not to call for commas (and consequent semicolons):

"One puppy may resemble the father, another the mother, and a third some distant ancestor."

156. A direct quotation, maxim, or similar expression, when brief, should be separated from the preceding part of the sentence by a comma (see **131**):

"God said, Let there be light."

157. Use a comma before "of" in connection with residence or position:

Mr. and Mrs. McIntyre, of Detroit, Mich.; President Hadley, of Yale University.

Exceptions are those cases, historical and political, in which the place-name practically has become a part of the person's name, or is so closely connected with this as to render the separation artificial or illogical:

Clement of Alexandria, Philip of Anjou, King Edward of England.

158. Do not use a comma between consecutive pages in literary references, but use the en-dash (see **173**);

an exception may, however, be made in the case of scriptural references:

pp. 4, 7–8, 10; Ezra 5:7–8 (or Ezra 5:7, 8).

159. Put a comma after digits indicating thousands, except when used as a date or in a page-reference:

1,276, 10,419; January, 1909; p. 2461.

NOTE.—*Astrophysical Journal* and *Botanical Gazette* do not use a comma with four figures.

160. Separate month and year, and similar time divisions by a comma:

November, 1905; New Year's Day, 1906.

NOTE.—*Astrophysical Journal* and *Botanical Gazette* do not use a comma between month and year.

161. Omit the comma, in signatures and at the beginning of articles, after author's name followed by address, title, or position in a separate line, or after address followed by a date line, etc.:

JAMES P. ROBINSON
Superintendent of Schools, Bird Center, Ill.

JAMES P. ROBINSON
Superintendent of Schools
BIRD CENTER, ILL.
July 1, 1911

162. The comma is always placed inside the quotation marks.

APOSTROPHE—

163. An apostrophe is used to mark the omission of a letter or letters in the contraction of a word, or of figures in a number:

ne'er, don't, 'twas, "takin' me 'at"; m'f'g; the class of '96. (See 123.)

164. The possessive case of nouns, common and proper, is formed by the addition of an apostrophe, or apostrophe and *s* (see 113):

a man's, horses' tails; Scott's *Ivanhoe*, Jones's farms, Themistocles' era; for appearance' sake.

165. The plural of numerals, and of rare or artificial noun-coinages, is formed by the aid of an apostrophe and *s;* of proper nouns of more than one syllable ending in a sibilant, by adding an apostrophe alone (monosyllabic proper names ending in a sibilant add *es;* others, *s*):

in the 1900's; in two's and three's, the three R's, the Y.M.C.A.'s; "these I-just-do-as-I-please's"; "all the Tommy Atkins' of England" (but: the Rosses and the Macdougals); the Pericles' and Socrates' of literature.

QUOTATION MARKS. (See section on "Quotations," 74–91.)

DASHES—

166. A dash is used to denote "a sudden break, stop, or transition in a sentence, or an abrupt change in its construction, a long or significant pause, or an unexpected or epigrammatic turn of sentiment" (John Wilson):

"Do we—*can we*—send out educated boys and girls from the high school at eighteen?" "The Platonic world of the static, and the Hegelian world of process—how great the contrast!" " 'Process'—that is the magic word of the modern period";

"To be or not to be—that is the question"; "Christianity found in the Roman Empire a civic life which was implicated by a thousand roots with pagan faith and cultus—a state which offered little."

167. Use dashes (rarely parentheses—see **177**) for parenthetical clauses which are both logically and structurally independent interpolations (see **150**):

"This may be said to be—but, never mind, we will pass over that"; "There came a time—let us say, for convenience, with Herodotus and Thucydides—when this attention to actions was conscious and deliberate"; "If it be asked—and in saying this I but epitomize my whole contention—why the Mohammedan religion . . . ."

168. A clause added to lend emphasis to, or to explain or expand, a word or phrase occurring in the main clause, which word or phrase is then repeated, should be introduced by a dash:

"To him they are more important as the sources for history—the history of events and ideas"; "Here we are face to face with a new and difficult problem—new and difficult, that is, in the sense that . . . ."

169. Wherever a "namely" is implied before a parenthetical or complementary clause, a dash should preferably be used (see **132**):

"These discoveries—gunpowder, printing-press, compass, and telescope—were the weapons before which the old science trembled"; "But here we are trenching upon another division of our field—the interpretation of New Testament books."

170. In sentences broken up into clauses, the final—summarizing—clause should be preceded by a dash:

"Amos, with the idea that Jehovah is an upright judge . . . . ; Hosea, whose Master hated injustice and falsehood . . . . ; Isaiah, whose Lord would have mercy only on those who relieved the widow and the fatherless—these were the spokesmen . . . ."

171. A word or phrase set in a separate line and succeeded by paragraphs, at the beginning of each of which it is implied, should be followed by a dash:

"I recommend—
"1. That we kill him.
"2. That we flay him."

172. A dash should be used in connection with side-heads, whether "run in" or paragraphed:

2. *The language of the New Testament.*—The lexicons of Grimm-Thayer, Cremer, and others . . . .

NOTE.—The above has been taken from . . . .

Biblical Criticism in Other Denominations—

A most interesting article appeared in the *Expository Times* . . . .

173. Use a dash in place of the word "to" connecting two words or numbers:

May–July, 1906 (en-dash); May 1, 1905—November 1, 1906 (em-dash); pp. 3–7 (en-dash); Luke 3:6—5:2 (em-dash).

In connecting consecutive numbers, omit hundreds from the second number—i.e., use only two figures —unless the first number ends in two ciphers, in which case repeat; if the next to the last figure in the first number is a cipher, do not repeat this in the second number; but in citing dates B.C., always

repeat the hundreds (because representing a diminution, not an increase):

1880–95, pp. 113–16; 1900–1906, pp. 102–7; 387–324 B.C.

NOTE.—The *Astrophysical Journal* and *Botanical Gazette* repeat the hundreds: 1880–1895, pp. 113–116.

174. Let a dash precede the reference (author, title of work, or both) following a direct quotation, consisting of at least one complete sentence, in footnotes or cited independently in the text (see **85**):

[1] "I felt an emotion of the moral sublime at beholding such an instance of civic heroism."—*Thirty Years*, I, 379.

The green grass is growing
The morning wind is in it,
'Tis a tune worth the knowing
Though it change every minute.
—Emerson, "To Ellen, at the South."

175. A dash should not ordinarily be used in connection with any other point, except a period:

"DEAR SIR: I have the honor . . . ."; not: "DEAR SIR:—I have . . . ."; "This—I say it with regret—was not done"; not: "This,—I say it with regret,—was . . . ."

PARENTHESES—

176. Place between parentheses figures or letters used to mark divisions in enumerations run into the text:

"The reasons for his resignation were three: (1) advanced age, (2) failing health, (3) a desire to travel."

If such divisions are paragraphed, a single parenthesis is ordinarily used in connection with a lower-

case (italic) letter; a period, with figures and capital (roman) letters. In syllabi, and matter of a similar character, the following scheme of notation and indention should ordinarily be adhered to:

A. Under the head of . . . .
  I. Under . . . .
    1. Under . . . .
      a) Under . . . .
        (1) Under . . . .
          (*a*) Under . . . .
            α) Under . . . .
            β) Under . . . .
          (*b*) Under . . . .
        (2) Under . . . .
      b) Under . . . .
    2. Under . . . .
  II. Under . . . .
B. Under the head of . . . .

177. Parentheses should not ordinarily be used for parenthetical clauses (see **150** and **167**) unless confusion might arise from the use of less distinctive marks, or unless the content of the clause is wholly irrelevant to the main argument:

"He meant—I take this to be the (somewhat obscure) sense of his speech—that . . . ."; "The period thus inaugurated (of which I shall speak at greater length in the next chapter) was characterized by . . . ."; "The contention has been made (*op. cit.*) that . . . ."

BRACKETS—

178. Brackets are used (1) to inclose an explanation or note, (2) to indicate an interpolation in a quotation,

(3) to rectify a mistake, (4) to supply an omission, and (5) for parentheses within parentheses:

(1) [1] [This was written before the publication of Spencer's book.—EDITOR.]

(2) "These [the free-silver Democrats] asserted that the present artificial ratio can be maintained indefinitely."

(3) "As the Italian [Englishman] Dante Gabriel Ros-[s]etti has said, ..."

(4) *John Ruskin.* By Henry Carpenter. ["English Men of Letters," III.] London: Black, 1900.

(5) Grote, the great historian of Greece (see his *History*, I, 204 [second edition]), ...

179. Such phrases as "*To be continued,*" at the end, and "*Continued from . . . .*" at the beginning, of articles, chapters, etc., should be placed between brackets, centered, and set in italics (see 73) and in type reduced in size in accordance with the rule governing reductions (see 86):

[*Continued from p. 320*]
[*To be concluded*]

ELLIPSES—

180. Ellipses are used to indicate the omission, from a quotation, of one or more words not essential to the idea which it is desired to convey, and also to indicate illegible words, mutilations, and other lacunae in a document, MS, or other material which is quoted. For an ellipsis at the beginning, in the middle, or at the end of a sentence four periods, separated by a space (en-quad), should ordinarily

be used, except in very narrow measures. If the preceding line ends in a point, this should not be included in the four. Where a whole paragraph, or paragraphs, or, in poetry, a complete line, or lines, are omitted, insert a full line of periods, separated by em- or 2-em quads, according to the length of the line. But the periods should not extend beyond the length of the longest type-line:

The point . . . . is that the same forces . . . . are still the undercurrents of every human life. . . . . We may never unravel the methods of the physical forces; . . . . but . . . .

I think it worth giving you these details, because it is a vague thing, though a perfectly true thing, to say that it was by his genius that Alexander conquered the eastern world.

. . . . . .

His army, you know, was a small one. To carry a vast number of men . . . .

. . . . he sought the lumberer's gang,
Where from a hundred lakes young rivers sprang;
. . . . . .
Through these green tents, by eldest nature drest,
He roamed, content alike with man and beast.

181. An ellipsis should be treated as a part of the citation; consequently should be inclosed in the quotation marks (see **178** [3]).

HYPHENS—

182. A hyphen is placed at the end of a line terminating with a syllable of a word, the remainder of which is carried to the next line (see section on "Divisions") and between many compound words.

183. Hyphenate two or more words (except proper names forming a unity in themselves) combined into one adjective preceding a noun:

so-called Croesus, well-known author, first-class investment, better-trained teachers, high-school course, half-dead horse, never-ceasing strife, much-mooted question, joint-stock company, English-speaking peoples, nineteenth-century progress, white-rat serum, up-to-date machinery, four-year-old boy, house-to-house canvass, go-as-you-please fashion, deceased-wife's-sister bill; but: New Testament times, Old English spelling.

Where such words are set in capitals (e.g., in headlines), or where one of the components contains more than one word, an en-dash should be used in place of a hyphen:

FRANCO–PRUSSIAN WAR; New York–Chicago freight traffic.

But *do not* connect by a hyphen adjectives or participles with adverbs ending in "-ly"; nor such combinations as the above when following the noun, or qualifying a predicate:

highly developed species; a man well known in the neighborhood; the fly-leaf, so called; "Her gown and carriage were strictly up to date."

184. Hyphenate, as a rule, nouns formed by the combination of two nouns standing in objective relation to each other—that is, one of whose components is derived from a transitive verb;

mind-reader, story-teller, fool-killer, office-holder, well-wisher, property-owner; hero-worship, child-study; wood-turning, clay-modeling.

Exceptions are such common and brief compounds as—

lawgiver, taxpayer, proofreader, bookkeeper, stockholder.

185. A present participle united (1) with a noun to form a new noun with a meaning different from that which would be conveyed by the two words taken separately, (2) with a preposition used absolutely (i.e., not governing a following noun), to form a noun, should have a hyphen:

boarding-house, dining-hall, sleeping-room, dwelling-place, printing-office, walking-stick, starting-point, stepping-stone, stumbling-block, working-man; the putting-in or taking-out of a hyphen.

186. As a general rule, compounds of "book," "house," "mill," "room," "shop," and "work" should be printed as one compact word, without a hyphen, when the prefixed noun contains only one syllable, should be hyphenated when it contains two, and should be printed as two separate words when it contains three or more:

handbook, schoolbook, notebook, textbook; pocket-book, story-book; reference book.
boathouse, clubhouse, schoolhouse, storehouse; engine-house, power-house; business house.
cornmill, handmill, sawmill, windmill; water-mill, paper-mill; chocolate mill.

bedroom, classroom, schoolroom, storeroom; lecture-room; recitation room.
tinshop, workshop; bucket-shop, tailor-shop; policy shop.
handwork, woodwork; metal-work; filigree work

Exceptions are rare combinations, and such as for appearance' sake would better be separated:

source-book, wheat-mill, school work.

187. Compounds of "maker," "dealer," and other words denoting occupation should ordinarily be hyphenated; likewise nouns denoting different occupations of the same individual:

harness-maker, book-dealer, job-printer (see 184); a soldier-statesman, the poet-artist Rossetti.

Exceptions are a few short words of everyday occurrence:

bookmaker, dressmaker.

188. Compounds of "store" should be hyphenated when the prefix contains only one syllable; otherwise not:

drug-store, feed-store (but: bookstore); grocery store, dry-goods store.

189. Compounds of "fellow" are always hyphenated:

fellow-man, fellow-beings, play-fellow.

190. Compounds of "father," "mother," "brother," "sister," "daughter," "parent," and "foster" should be hyphenated:

father-love (but: fatherland), mother-tongue, brother-officer, sister-nation, foster-son, daughter-cells parent-word.

191. Compounds of "great," indicating the fourth degree in a direct line of descent, call for a hyphen:
great-grandfather, great-grandson.

192. Compounds of "life" and "world" require a hyphen:
life-history, life-principle (but: lifetime), world-power, world-problem.

193. Compounds of "skin" with words of one syllable are to be printed as one word; with words of more than one, as two separate words:
calfskin, sheepskin; alligator skin.

194. Compounds of "master" should be hyphenated:
master-builder, master-stroke (exception: masterpiece).

195. Compounds of "god":
sun-god, rain-god.

196. "Half," "quarter," etc., combined with a noun should be followed by a hyphen:
half-truth, half-tone, half-year, half-title, quarter-mile.

197. "Semi," "demi," "bi," "tri," etc., do not ordinarily demand a hyphen:
semiannual, demigod, demiurge, biweekly, bipartisan, bichromate, bimetallist, trimonthly, tricolor, trifoliate.
Exceptions are long or unusual formations:
semi-centennial, demi-relievo.

198. Compounds of "self" are hyphenated:
self-evident, self-respect.

199. Combinations with "fold" are to be printed as one word if the number contains only one syllable; if it contains more, as two:

twofold, tenfold; fifteen fold, a hundred fold.

200. Adjectives formed by the suffixation of "like" to a noun are usually printed as one word if the noun contains only one syllable (except when ending in *l*); if it contains more (or is a proper noun), they should be hyphenated:

childlike, homelike, warlike, godlike; eel-like, bell-like; woman-like, business-like; American-like (but: Christlike).

201. "Vice," "ex-," "elect," "general," and "lieutenant," constituting parts of titles, should be connected with the chief noun by a hyphen:

Vice-Consul Taylor, ex-President Cleveland, the governor-elect, the postmaster-general, a lieutenant-colonel.

202. Compounds of "by-" should be hyphenated:

by-product, by-laws.

203. The prefixes "co-," "pre-," and "re-," when followed by the same vowel as that in which they terminate, take a hyphen; but, as a rule, they do not when followed by a different vowel or by a consonant:

co-operation, pre-empted, re-enter; but: coequal, coeducation, prearranged, reinstal; cohabitation, prehistoric, recast (re-read).

NOTE.—The *Botanical Gazette* prints: cooperate, reenter, etc.

Exceptions are combinations with proper names, long

or unusual formations, and words in which the omission of the hyphen would convey a meaning different from that intended (cf. **9, 19, 208**):

pre-Raphaelite, re-tammanize; re-postpone, re-pulverization; re-formation (as distinguished from reformation), re-cover (=cover again), re-creation.

204. Omit the hyphen from "today," "tomorrow," "tonight," "viewpoint," "standpoint." (See **119.**)

205. The negative particles "un-," "in-," and "a-" do not usually require a hyphen:

unmanly, undemocratic, inanimate, indeterminate, illimitable, impersonal, asymmetrical.

Exceptions would be rare and artificial combinations. The particle "non-," on the contrary, ordinarily calls for a hyphen, except in the commonest words:

non-aesthetic, non-subservient, non-contagious, non-ability, non-interference, non-unionist, non-membership; but: nonage, nondescript, nonessential, nonplus, nonsense, noncombatant.

206. "Quasi" prefixed to a noun or an adjective requires a hyphen:

quasi-corporation, quasi-historical.

207. "Over" and "under" prefixed to a word should not be followed by a hyphen, except in rare cases (lengthy words, etc.):

overbold, overemphasize, overweight, underfed, underestimate, undersecretary; but: over-soul, under-man, over-spiritualistic, over-search.

208. The Latin prepositions "ante," "anti," "inter," "intra," "post," "sub," and "super" prefixed to a word do not ordinarily require a hyphen:

antedate, antechamber, antediluvian, antidote, antiseptic (but: anti-imperialistic—cf. **203**), international, interstate, intercity, intramural (but: intra-atomic), postscript, postgraduate, postprandial, subconscious, submarine, subtitle, subway, superfine.

Exceptions are such formations as—

ante-bellum, ante-Nicene, anti-Semitic, inter-university, post-revolutionary.

209. "Extra," "infra," "supra," and "ultra" as a rule call for a hyphen:

extra-hazardous, infra-mundane, supra-temporal, ultra-conservative (but: Ultramontane).

210. In fractional numbers, spelled out, connect by a hyphen the numerator and the denominator, unless either already contains a hyphen:

"The year is two-thirds gone"; four and five-sevenths; thirty-hundredths; but: thirty-one hundredths.

But *do not* hyphenate in such cases as—

"One half of his fortune he bequeathed to his widow; the other, to charitable institutions."

211. In the case of two or more compound words occurring together, which have one of their component elements in common, this element is frequently omitted from

all but the last word, and its implication should be indicated by a hyphen:

in English- and German-speaking countries; one-, five-, and ten-cent pieces; "If the student thinks to find this character where many a literary critic is searching—in fifth- and tenth-century Europe—he must not look outside of manuscript tradition."

NOTE.—Some writers regard this hyphen as an objectionable Teutonism.

212. A hyphen is used to indicate a prefix or a suffix, as a particle or syllable, not complete in itself:

"The prefix *a-*"; "The German diminutive suffixes *-chen* and *-lein*"

213. A hyphen is employed to indicate the syllables of a word:

di-a-gram, pho-tog-ra-phy.

214. Following is a list of words of everyday occurrence which should be hyphenated, and which do not fall under any of the above classifications:

after-years	cross-section	man-of-war	son-in-law
bas-relief	death-rate	object-lesson	subject-matter
birth-rate	feast-day	page-proof	thought-process
blood-feud	folk-song	pay-roll	title-page
blood-relations	food-stuff	poor-law	wave-length
common-sense	fountain-head	post-office	well-being
cross-examine	guinea-pig	sea-level	well-nigh
cross-reference	horse-power	sense-perception	will-power

DIVISIONS

215. Avoid all unnecessary divisions of words. Wherever consistent with good spacing, carry the whole word over into the next line.

216. Do not, in wide measures (20 ems or more), divide on a syllable of two letters, if possible to avoid it. Good spacing, however, is always paramount. Words of four letters—like *on-ly*—should never be divided; words of five or six—like *oc-cur*, *of-fice*, *let-ter*, *rare-ly*—rarely.

217. Never let more than two consecutive lines terminate in a hyphen, if at all avoidable. The next to the last line in a paragraph ought not to end in a divided word; and the last line (the "breakline") should, in measures of 15 ems and up, contain at least four letters. Similarly, try to avoid a divided word at the bottom of a right hand (recto) page.

218. Do not divide proper nouns, especially names of persons, unless absolutely necessary.

219. Do not separate (i.e., put in different lines) the initials of a name, or such combinations as A.D., P.M., etc.

220. Avoid the separation of a divisional mark, e.g., (*a*) or (1), in the middle of a sentence, from the section

which it precedes; i.e., do not allow such mark to fall at the end of a line, but carry it over with the matter to which it pertains.

221. Divide according to pronunciation (the American system), not according to derivation (the English system):

democ-racy, not: demo-cracy; knowl-edge, not: know-ledge; aurif-erous, not: auri-ferous; antip-odes (still better: antipodes—see **224**), not: anti-podes.

As far as is compatible with pronunciation and good spacing, however, divide compounds on etymological lines, or according to derivation and meaning:

dis-pleasure is better than displeas-ure; school-master, than schoolmas-ter.

Shun such monstrosities as—

Passo-ver, diso-bedience, une-ven, disa-bled.

222. When two consonants meet between vowels, and the syllable ends on one consonant, the division may properly be made between the consonants, the pronunciation determining the place of division:

advan-tage, exces-sive, finan-cier, foun-da-tion, impor-tant, In-dian, moun-tain, profes-sor, struc-ture.

223. Do not terminate a line in a soft *c* or *g*, or in a *j*. Escape the division entirely, if possible; if not possible, divide:

pro-cess, not: proc-ess; ne-cessary, not: nec-essary; spacing, not: spac-ing (the rule being that in present parti-

ciples the *-ing* should be carried over); pro-geny, not: prog-eny; pre-judice, not: prej-udice.

NOTE.—This rule differs from that followed by Webster and other dictionaries.

224. Divide on a vowel wherever practicable. In case a vowel alone forms a syllable in the middle of a word, run it into the first line:

sepa-rate, not: sep-arate; particu-lar, not: partic-ular; criti-cism, not: crit-icism.

Exceptions are words in *-able* and *-ible*, which should carry the vowel over into the next line:

read-able, not: reada-ble; convert-ible, not: converti-ble.

225. In hyphenated nouns and adjectives avoid additional hyphens:

object-lesson, not: object-les-son; fellow-being, not: fel-low-being; poverty-stricken, not: pov-erty-stricken, much less: pover-ty-stricken.

226. A coalition of two vowel-sounds into one (i.e., a diphthong) should be treated as one letter. Therefore do not divide, if there is any escape:

peo-ple (either syllable makes a bad division), Cae-sar (cf. **218**), ail-ing.

227. In derivatives from words ending in *t*, the *t*, in divisions, should be carried into the next line with the suffix if the accent has been shifted; if the derivative has retained the accent of the parent-word, the *t* should be left in the first line:

objec-tive (from ob'ject); defect-ive (from defect').

228. The addition of a plural *s*, adding a new syllable to words ending in an *s*-sound, does not create a new excuse for dividing such words:

hor-ses and circumstan-ces are impossible divisions.

229. Adjectives in *-ical* should be divided on the *i:*

physi-cal, not phys-ical or physic-al.

230. Do not divide *nothing.*

231. The following are condensed rules for dividing words in the foreign languages most frequently met with in proofreading. While, perhaps, not entirely comprehensive, they will be found to cover every ordinary contingency.

FRENCH

a) The fundamental principle is to divide on a vowel as far as possible, avoiding consonantal ending of syllables:

in-di-vi-si-bi-li-té, a-che-ter; ta-bleau (not: tab-leau); ba-lancer (not: bal-ancer).

b) Two consonants of which the second is *l* or *r* (but not the combinations *rl*, *lr*), are both carried over to the following syllable:

ta-bleau, é-cri-vain, per-dre, qua-tre; par-ler, hur-ler.

c) There are as many syllables as there are vowels, even if soundless:

par-lent, vic-toi-re, pro-pri-é-tai-re, guer-re, fil-les;

but a mute *e* following a vowel does not form a syllable:

é-taient, joue-rai;

and *i, y, o, ou, u,* when preceding other vowels, are often sounded as consonants, and then do not form a syllable:

bien, é-tions, yeux, loin, fouet-ter, é-cuel-le.

GERMAN

a) The fundamental principle is to divide on a vowel as far as possible:

hü-ten, le-ben, Fa-brik.

b) If several consonants stand between vowels, usually only the last is carried over:

Rit-ter, klir-ren, Klemp-ner, Ver-wand-te, Karp-fen.

c) *sz, ch, sch, ph, st, th* are never separated (but see *f*) below):

Bu-sze, Be-cher, Hä-scher (but: Häus-chen), Geo-gra-phie, La-sten, Ma-thilde.

d) If *ck* must be divided, it is separated into *k-k:*

Deckel—Dek-kel.

e) In foreign words (*Fremdwörter*), combinations of *b, d, g, k, p, t,* with *l* or *r* are carried over:

Pu-bli-kum, Me-trum, Hy-drant.

f) Compound words are separated first into their component elements, and within each element the foregoing rules apply:

Fürsten-schlosz, Tür-an-gel, Inter-esse.

ITALIAN

a) The fundamental principle is to divide on a vowel as far as possible:

ta-vo-lí-no, nar-rá-re.

b) *s* before a consonant, *r*, following a consonant, *ch*, *gh*, *gli* (*gl*), *gn*, *qu*, *sc*, *cl*, *fl*, *gl*, *pl* are never separated:

ca-stí-ghi, a-vro, mi-glió-re, bi-só-gno, in-chiô-stro, u-scire.

c) *i*=*y* and *u*=*w* go with the following vowel; *ac*, *au*, *ei*, *eu*, *oi* are not separated:

miêi, tuôi.

SPANISH

a) The fundamental principle is to divide on a vowel as far as possible:

ca-ra-co-les, flu-xi-ón, re-ba-ño, fle-xi-bi-li-dad.

b) *ch*, *ll*, *rr*, and *ñ*, being regarded as simple consonants, follow the foregoing rule; *cc* and *nn* are divided, as in English:

mu-cha-cho, ba-ta-lla, bu-ll6, ba-rre-ño, ci-ga-rro; ac-ce-so, ac-ci-on, en-no-ble-cer, in-ne-ga-ble.

c) The liquid consonants *l* and *r*, when preceded by any consonant other than *s*, must not be separated from that consonant, except in uniting parts of compound words:

ha-blar, po-dria, ce-le-bra-ci-on, si-glo; but sub-lu-nar, sub-ra-yar, es-la-bon.

d) Two separable consonants should be divided; *s* is always disjoined from a following consonant:

cuer-da, chas-co, pron-to; has-ta, as-pi-rar, cons-pi-rar.

GREEK

a) Single consonants, combinations of consonants which can begin a word, and mutes followed by *μ* or *ν* are placed at the beginning of a syllable:

ἔ-χω, ἐ-γώ, ἐ-σπέ-ρα, νέ-κταρ, ἀ-κμή, δε-σμός, μι-κρόν, πρά-γμα-τος, γι-γνώ-σκω.

Other combinations of consonants are divided:

πράσ-σω, ἐλ-πίς, ἔν-δον, ἄρ-μα-τα.

b) Compound words are divided into their original parts; subject to that the foregoing rule applies:

προσ-ά-γω, παρ-ά-γω.

LATIN

a) A Latin word has as many syllables as it has vowels or diphthongs (*ae, au, oe, ei, eu, ui*).

b) When a single consonant occurs between two vowels, divide before the consonant:

Cae-sar, me-ri-di-es.

c) In the case of two or more consonants divide before the last consonant, except in the combinations: mute (*p, ph, b, t, th, d, c, ch, g*)+liquid (*l, r*), and *qu* or *gu:*

om-nis, scrip-tus, cunc-tus (but: pa-tris, e-quus, lin-gua).

d) Compound words are separated first into their component elements, and within each element the foregoing rules apply:

ad-est, ab-rum-po, red-e-o, trans-i-go.

FOOTNOTES

232. For reference indices, as a rule, use superior figures. Only in special cases should asterisks, daggers, etc., be employed (see **234**); for instance, in tabular or algebraic matter, where figures would be likely to cause confusion. Index figures in the text should be placed after the punctuation marks:

. . . . the niceties of style which were then invading Attic prose,[1] and which made . . . .

[1] In particular the avoidance of hiatus.

$F=y^2+y^3$;*

* Schenk's equation.

When figures are not used, the sequence of indices should be:

* ("asterisk" or "star"), † ("dagger"), ‡ ("double dagger"), § ("section mark"), ‖ ("parallels"), ¶ ("paragraph mark").

233. Where references to the same work follow each other closely and uninterruptedly, use *ibid.* instead of repeating the title. This *ibid.* takes the place of as much of the previous reference as is repeated. *Ibid.* should, however, not ordinarily be used for the first footnote on a verso (left-hand) page; it is better usage either to repeat the title, if short, or to use *loc. cit.* or *op. cit.*:

[1] Spencer, *Principles of Sociology*, chap. iv.
[2] *Ibid.*
[3] *Ibid.*, chap. v.
[4] Spencer, *loc. cit.*

234. Footnotes to tables, whether the tables are ruled or open, should be in 6-pt., and should invariably be placed at the foot of the table and not at the foot of the page. For reference indices in such cases use asterisks, etc., and not superior figures. (See **232.**)

235. If the author's name is given in the text in connection with a reference to, or a quotation from, his work, it should not be repeated in the footnote:

. . . . This theory is questioned by Herbert, as follows: "I cannot admit . . . ."[1]

[1] *Laws of the Ancients*, I, 153.

236. It is better to place the index figure in the text after the quotation than before it (see illustration above).

237. Ordinarily, omit "Vol.," "chap.," and "p." in references to particular passages. Use Roman numerals (capitals) for Volume, Book, Part, and Division, except in reference to ancient, classical authors or works, when lower-case roman numerals should be used; Roman numerals (lower-case) for chapter and pages of introductory matter (Preface, etc.); and Arabic numerals for number (*Heft*) and text pages. Only when confusion would be liable to arise, or in exceptional cases, use "Vol.," "p.," etc., in connection with the numerals; but where the reference is to a page, unaccompanied by further details, the abbre-

viation "p." or "pp." must of course be used. In classical references use no comma between author's name and the title of his work; and no comma following the title, unless "Vol.," "p.," or some kindred symbol is used. In all references to divisions of classical or ancient works, use periods in place of commas, reserving the comma to indicate a succession (of pages, etc.):

[1] Miller, *French Rev.* (2d ed.; London: Abrahams, 1888), II, Part IV, iii.

[2] S. I. Curtiss, "The Place of Sacrifice among Primitive Semites," *Biblical World*, XXI (1903), 248 ff.

[3] P. 63; pp. 27–36.

[4] Cicero *De officiis* i. 133, 140.

[5] *De div. per somn.* 1, p. 463*a*.

The same practice prescribed for classical references is frequently desired by authors with respect to English references, and may with equal propriety be followed:

[1] W. W. Greg *Pastoral Poetry and Pastoral Drama* (London 1906) 114.

238. The date of publication in a reference to a periodical should immediately follow the volume number, and should be put in parentheses (see above illustration).

239. In work set on the linotype machine footnotes should be numbered consecutively through an article, in a journal, or through a chapter, in a book, to save

resetting in case of change (see "Hints to Authors and Editors," note under "Footnotes," p. 114).

NOTE.—Exceptions to these rules are footnotes in the *Botanical Gazette*, the *Astrophysical Journal*, *Classical Philology*, and the *Classical Journal*, which have adopted the following styles:

Botanical Gazette—

[1] LIVINGSTON, B. E., (1) On the nature of the stimulus which causes the change in form of polymorphic green algae. BOT. GAZ. 30:289–317. 1900.

[2] ———, (2) The heredity of sex. Bull. Mus. Comp. Zool. 40:187–218. 1903.

Astrophysical Journal—

[1] "Revision of Wolf's Sun-Spot Relative Numbers," *Monthly Weather Review*, 30, 171, 1902.

[2] *Astrophysical Journal*, 10, 333, 1899.

[3] Wolf, *Astronomische Nachrichten*, 189, 261, 1911.

Classical Philology and *Classical Journal*—

[1] Gilbert *Greek Constitutional Antiquities* 199.

[2] G. L. Hendrickson "Origin and Meaning of the Ancient Characters of Style" *Am. Jour. Phil.* XXV (1905) 250–75.

[1] Cicero *De officiis* i. 133–36, 140.

Biblical World, *Botanical Gazette*, *Journal of Semitic Languages and Literatures*, *Journal of Theology*, and *University Magazine* number their footnotes consecutively throughout an article; *Astrophysical Journal*, *Classical Journal*, *Classical Philology*, *Elementary School Teacher*, *Journal of Geology*, *Journal of Political Economy*, *Journal of Sociology*, *Modern Philology*, *School Review*, from 1 up on each page.

INDEXING

240. In indexes and other alphabetical lists of names the following rules should be observed:

a) A French, Belgian, or Spanish name, preceded by "le," "la," "l'," "du," or "des," should be listed under the letters of the prefix in advance of the ordinary "L" or "D" list; if preceded by "de," or "d'," under the first letter of the word following the prefix, the particle in such a case being placed after the initials or Christian name:

Le Conte, John; La Noue, François de; L'Estrange, Sir Roger; Du Maurier, George; Des Essarts, Jean; Estrées, Gabrielle d'; Rambeau, Emile de; La Mancha, Don Quixote de.

NOTE.—If the particle is actually a part of the surname, the name should be indexed according to the initial letter of the particle: De Bey, Robert; De Quincey, Thomas.

b) German names preceded by "von" should be indexed according to the initials of the name following the prefix:

Sternthal, Max von; Goethe, J. W. von.

c) Names beginning with "M'," "Mac," or "Mc," with the following letter capitalized, should be indexed in the above order, in advance of the ordinary "M" list, each section being arranged alphabetically according to the letters following the "M'," "Mac," or "Mc."

Names beginning with "Mac," without the following letter being capitalized, should take their natural and ordinary places in the alphabetical "M" list.

d) Names preceded by "O'," "St.," or "Van," with the following letter capitalized, should be placed in advance of the "O," "S," or "V" list and should be arranged alphabetically according to the letter following the "O'," "St.," or "Van." Names beginning with "Van," without the following letter being capitalized, should take their ordinary places in the alphabetical "V" list.

e) Names having two parts, or names of firms, connected by "and," "&," "y" (Spanish), or "et" (French), "und" (German), "e" (Italian), should be listed according to the first letter of the name preceding the connective:

Smith and Evans (under "S"); Smith & Evans (under "S"); Gomez y Pineda, Liberio (under "G"); Loubet et Meunier (under "L"); Duncker und Humblot (under "D"); Sandron e Vallardi (under "S").

f) Hyphenated names should be listed according to the name following the hyphen, if English; according to the name preceding the hyphen, if French:

Taylor, Henry Chandler- (for Henry Chandler-Taylor); Saint-Saëns, Charles Camille (for Charles Camille Saint-Saëns).

g) German names spelled with an *Umlaut* ($\ddot{A}, \ddot{O}, \ddot{U}$) should be indexed as if spelled with the $A, O,$ or U.

h) On the subject of cross-references see **62.**

TABULAR WORK

241. In 11-pt. and 10-pt. matter open (unruled) tables should ordinarily be set in 9-pt. leaded; ruled, in 8-pt. solid. In 9-pt. matter both open and ruled tables should be set in 8-pt. solid. In 8-pt. matter open tables should be set in 6-pt. leaded; ruled, in 6-pt. solid. In 6-pt. matter both open and ruled tables should be set in 6-pt. solid. There is a growing practice of using different type in tables for columns representing totals, averages, percentages, and generalizations. For this purpose italic and black-face figures may be resorted to with propriety, to set off the various classes of results.

242. Captions for the columns of open tables and box-heads for ruled tables should ordinarily be set in 6-pt. In ruled tables with box-heads of several stories, the upper story—primary heads—should be set in caps and small caps, except where the second story consists of figures only (see p. 92); the lower —secondary—in caps and lower-case. Wherever small caps are used in box-heads, the "stub" (i.e., first column) head should, as a rule, also be set in caps and small caps.

243. In ruled tables there should be at least two leads' space between the horizontal rules and the matter inclosed, and, if practicable, at least the equivalent

of an en-quad, of the type in which the body of the table is set, between the perpendicular rules and the matter inclosed.

244. In open tables either periods, one em apart and aligned, or leaders, may be used between the columns. (See **248.**) In ruled tables, in the "stub," leaders should usually be employed, if there is room. (A *leader* is a piece of type, having dots ["period leader"] or short lines ["hyphen leader"] upon its face, used in tables, indexes, etc., to *lead* the eye across a space to the right word or number.)

245. In columns of figures, to express a blank use leaders the width of the largest number in the column; that is, for four digits use a 2-em leader, etc. (each em containing two dots; in no case, however, should less than two dots be used). Center the figures in the column; if they cannot be put in the exact center, and there is an unequal number of digits in the groups, leave more space on the left than on the right.

246. When there is reading-matter in the columns of a ruled table, it should be centered, if possible; if any line runs over, use hanging indention, and align all on the left.

247. Double rules should be used at the top of all tables, but perpendicularly, as a usual thing, only when a table is doubled up on itself.

248. Tables of two columns only should be set as open; of three or more, as ruled.

249. "Table I," etc., in headlines of tables should ordinarily be set in caps of the type in which the body of the table is set; the following (descriptive) line, if any, in caps and small caps of the same type. A single (descriptive) headline, not preceded by the number of the table, should be set in caps of the type in which the table is set.

250. Specimen tables for illustration:

TABLE I

SERIES OF HEADS OF BANDS IN THE SPECTRUM OF BARIUM FLUORIDE

Series	*A*	*B*	*C*
1.....	20111.0	−0.4302	9.034
2.....	20197.8	−0.441	7.06
3.....	19842.7	−0.4362	13.522
4.....	19711.7	−0.35765	16.715
5.....	19416.2	−0.3932	10.618
6.....	19531.9	−0.479	7.19

TABLE II—*Continued*

SERIES C			SERIES C		
m	*N* obs.	*N* calc.	*m*	*N* obs.	*N* calc.
0.....	17094.8	17095.0	6.....	17124.6	17124.7
1.....	100.6	100.8	7.....	128.3	128.4
2.....	106.4	106.3	8.....	131.7	131.7
3.....	112.2	111.4	9.....	134.6	134.7
4.....	116.5	116.2	10.....	137.3	137.4
5.....	120.8	120.6			

TABLE SHOWING DISTRIBUTION OF EMPLOYEES

States	No. of Factories	Number of Employees				
		Men	Women	Boys	Girls	Total
Illinois	527	12,306	809	115	23	13,253
Wisconsin	117	4,075	618	79	5	4,777
Minnesota	245	6,714	338	35	..	7,087
Michigan	203	5,923	414	...	..	6,337
Indiana	370	8,451	511	26	6	8,994
Total	1,462	37,469	2,690	255	34	40,448

	Wedge				
	0	5	10	15	
	cm.	cm.	cm.	cm.	
Settings	143.1	145.5	158.3	187.1	Diaph. I over s_1.
	142.4	144.3	160.9	186.9	Diaph. 0.29 cm. over wedge.
	143.0	143.8	159.6	184.8	
	142.2	144.9	159.3	186.2	Reading of pointer, with meter-stick touching s_2 and screen, 163.66 cm.
		144.2			
	142.68	144.54	159.52	186.25	

District	Members of Family Groups		Lodgers		Total
	Number	Percentage	Number	Percentage	
Stockyards ...	6,348	*73*	2,383	*27*	8,731
Jewish	813	*79*	220	*21*	1,033
Bohemian	1,183	*95*	56	*5*	1,239
Polish.....	12,657	*96*	574	*4*	13,231
Italian	2,249	*73*	835	*27*	3,094

TABLE V

Date	Readings
Oct. 31, 10.50 A.M.	65.5
Oct. 31, 2:15 P.M.	65.5
Nov. 1, 9:00 A.M.	59.5
Nov. 1, 3:00 P.M.	57.8
Nov. 1, 6:00 P.M.	57.0
Nov. 2, 9:00 A.M.	53.0
Nov. 2, 12:00 noon	53.0
Nov. 3, 10:00 A.M.	47.3
Nov. 3, 12:00 noon	46.5
Nov. 3, 3:15 P.M.	45.5
Nov. 3, 6:15 P.M.	44.5
Nov. 4, 9:00 A.M.	40.5
Nov. 4, 12:00 noon	39.5
Nov. 4, 3:00 P.M.	38.5

TECHNICAL TERMS

EXPLANATION OF TECHNICAL TERMS

THE POINT SYSTEM—

251. The *point* is the underlying unit of all typographical measures.

252. The standard of measurement is the *pica*. A pica is twelve points (one-sixth of an inch).

This line is set in 12-pt. (*pica*).
This line is set in 11-pt. (*small pica*).
This line is set in 10-pt. (*long primer*).
This line is set in 9-pt. (*bourgeois*).
This line is set in 8-pt. (*brevier*).
This line is set in 7-pt. (*minion*).
This line is set in 6-pt. (*nonpareil*).
This line is set in 5-pt. (*pearl*).

The sizes larger or smaller than these are seldom used in book composition.

STYLES OF TYPE—

253. Ordinary type is called *roman*. To "roman-quote" is to put in roman type between quotation marks.

This line is set in roman.

254. Type with a sloping face is called *italic* or *italics*. Italic is indicated in manuscripts by a straight line under the word or words. (See p. 123.)

This line is set in italics.

255. Type with a heavy black face is called *bold-face.* Bold-face is indicated by a wavy line. (See p. 123.)

This line is set in bold-face.

256. The body of a type is called the *shank;* the upper surface, bearing the character, the *face;* the part of the face projecting beyond the shank, the *kern;* the part of the shank projecting beyond the face, the *shoulder.*

257. A *font,* or complete assortment of a given size, of type includes *large capitals* ("*caps*"), *small capitals* ("*small caps*"), and *lower-case* letters (so called from being placed in the lower half of the printer's case). Caps are indicated by three straight lines; small caps, by two. (See p. 123.)

THESE ARE CAPS OF 9-PT. ROMAN.
THESE ARE SMALL CAPS OF 9-PT. ROMAN.
These are lower case of 9-pt. roman.

SPACING—

258. The technical names for spaces and the methods of spacing depend on whether the "foundry" type (i.e., type set by hand) or machine-set type is in question. There are several makes of type-setting machines on the market, but of these the monotype (see **293**) and the linotype (see **294**) are in commonest use.

259. The monotype and linotype machines have come into such universal use that a few words regarding their respective systems of spacing are proper:

MONOTYPE

In monotype composition the unit system instead of the pica system of measurement is used. There are 18 units in a quad, which, unlike the em-quad of the foundry type for hand composition, is not a perfect square at the end. The standard space (see **261**) is a 6-unit space=3-em space; a 5-unit space=4-em space; a 4-unit space=a little less than a 5-em space, and is the smallest space in use on the monotype machine. These are cast from matrices, and represent "fixed" spaces, i.e., unvarying in width. On the other hand, in the process of composition on the keyboard, the swelling, or justifying, space is used to fill out a line. When it is evident that another word or syllable cannot be set in a line, the keys indicating the proper space are struck by the operator, and all spaces in the line are spread equally to fill out the line, resulting in spaces which do not necessarily contain a specific number of units. (See **293**.)

LINOTYPE

260. On the linotype machine the pica system of measurement is used. There are three "fixed" spaces (see **261**): the em-quad, the en-quad, and the thin space, which is equal to a 4-em space. To spread the spaces, a space band is used; this band can spread a space to any size between a 3-em space and a space a trifle larger than an en-quad. If a

space smaller than a thin space is required, it must be put in by hand. (See **294**.)

FOUNDRY TYPE (AND GENERAL)

261. An *em*, *em-quad*, or simply *quad* (=quadrat) is a block of type the top of which forms a perfect square. A 12-pt. quad is thus a piece of metal one-sixth of an inch square at the ends. The term *em* is also used of the size of such a square in any given size of type as a unit of measurement. "Indent 8-pt. 2 ems" thus means that the line should be indented 16 points. An *em-dash* is a dash the width of an em.

Two- and *three-em quads* are multiples of the above, cast in one block of type-metal. *Two-* and *three-em dashes* are dashes the width of 2- and 3-em quads respectively.

An *en-quad* is half the size of an em-quad in width. Thus an 8-pt. en-quad is 4 points wide (thick) and 8 points long (deep). An *en-dash* is a dash the width of an en-quad.

A *three-em space* is one-third of an em in thickness. This is also called a *thick space*, and is the standard space used to separate words.

A *four-em space* is one-fourth of an em; a *five-em space* is one-fifth of an em. Four- and 5-em spaces are also called *middle* and *thin spaces*.

A *hair-space* is any space thinner than a 5-em.

This line is spaced with em-quads.
This line is spaced with en-quads.
This line is spaced with 3-em spaces.
This line is spaced with 4-em spaces.
This line is spaced with 5-em spaces.
The letters in this word are hair-spaced: America.
This is a 3-em dash: ———
This is a 2-em dash: ——
This is an em-dash: —
This is an en-dash: –

262. Space evenly. A standard line should have a 3-em space between all words not separated by other punctuation points than commas, and after commas; an en-quad after semicolons, and colons followed by a lower-case letter; two 3-em spaces after colons followed by a capital; an em-quad after periods, and exclamation and interrogation points, concluding a sentence.

263. If necessary to reduce spacing in a line, begin with commas, and letters of slanting form—i.e., with a large "shoulder" on the side adjoining the space; if necessary to increase, begin with overlapping letters—i.e., with "kerns" protruding on the side adjoining the space—straight-up-and-down letters, and points other than periods and commas (in this order).

264. In a well-spaced line, with a 3-em space between a majority of the words, there should not be more than an en-quad between the rest; this proportion

should be maintained in increasing or reducing. To *justify* a line is to adjust it, making it even or true, by proper spacing.

265. Do not follow an exceptionally thin-spaced line with an exceptionally wide-spaced one, or vice versa, if at all avoidable.

266. Never hair-space, or em-quad, a line to avoid a run-over.

267. Do not space out the last line of a paragraph allowing of an indention of an em or more at the end.

268. Short words, like "a," "an," etc., should have the same space on each side.

269. Use a thin space after §, ¶, and similar signs; before "f.," "ff.," and the metric symbols:

"§ 14. Be it further ordained . . . ."; pp. 10 ff.; 16 cm.

270. In American and English sums of money no space is used between the symbols, $, and £ (pounds), *s.* (shillings), and *d.* (pence), and the numerals:

$2.75; £10 3*s.* 2*d.*

271. After Arabic and Roman numerals at the beginning of lines, denoting subsections, there should be an en-quad. After Arabic and Roman numerals at the beginning of center-heads there should be an em-quad. Small-cap headings should have an en-quad between the words; cap-and-small-cap and cap headings, two 3-em spaces.

272. Scripture references should be spaced thus:
II Cor. 1:16–20; 2:5—3:12.

273. Between letters forming products, and before superior figures or letters indicating powers, and inferior figures or letters, ordinarily no space should be used:

$$\mu_x^2 = \Sigma m^2(v^2z^2 - 2vwyz + 2w^2y^2).$$

INDENTATION (PRINTER'S TERM: INDENTION)—

274. In measures of less than 10 picas' width, indent all sizes 1 em. In measures of from 10 to 20, indent 11-pt., 1 em; 10-pt., 1¼; 9-pt., 1⅓; 8-pt., 1½; 6-pt., 2. In measures of from 20 to 30, indent 11-pt., 1⅓ ems; 10-pt., 1½; 9-pt., 1⅔; 8-pt., 2; 6-pt., 2½. This is for plain paragraphs. In hanging indentions, in measures of less than 10 picas, indent all sizes 1 em; from 10 to 20, 11-pt., 10-pt., 9-pt., and 8-pt., 1½ ems; 6-pt., 2 ems; from 20 to 30, 11-pt., 10-pt., 9-pt., and 8-pt., 2 ems; 6-pt., 3 ems.

275. In poetry, center the longest line and let the indention be governed by that; unless the longest line is of disproportionate length, in which case an average of the long lines should be struck, the idea being to give the whole a centered appearance. Where quotations from different poems, following each other in close succession, vary but slightly in length of verse lines, it is better to indent all alike. Indent according to rhymes and length of lines. In

blank verse, where the lines are approximately of the same length, they should be aligned. If consecutive lines rhyme, they should likewise, as a rule, be aligned. If the rhymes alternate, or follow at certain intervals, indent the rhyming lines alike; that is, if, e.g., lines 1 and 3, and 2 and 4, rhyme, set the former flush in the measure previously determined by the longest line, and indent the latter (usually one em); follow this scheme in any similar arrangement. If any line is disproportionately short—that is, contains a smaller number of feet—indent it more:

> And blessed are the horny hands of toil!
> The busy world shoves angrily aside
> The man who stands with arms akimbo set,
> Until occasion tells him what to do.

> I laugh at the lore and the pride of man,
> At the sophist schools and the learned clan;
> For what are they all, in their high conceit,
> When man in the bush with God may meet?

> So nigh is grandeur to our dust,
> So near is God to man,
> When Duty whispers low, "Thou must,"
> The youth replies, "I can."
>
> Not lightly fall
> Beyond recall
> The written scrolls a breath can float;
> The crowning fact,
> The kingliest act
> Of Freedom is the freeman's vote!

276. In ordinary reading-matter "plain paragraphs" are always preferable. Where it is desired to bring into relief the opening word or words of a paragraph, or the number introducing such paragraph, or where a center-head makes more than three lines, "hanging indention" is often employed. (See **284.**)

LEADS—

277. A *lead* is a strip of metal used to separate lines of type. The ordinary (standard) lead is 2 points thick. Matter with leads between the lines is called *leaded;* without, *solid.*

This book, for the most part, is set leaded. This paragraph, for illustration, and the Index are set solid. Nearly all books are leaded.

278. A *slug* is a strip of metal, thicker than a lead, used in the make-up of printed matter into pages, to be inserted after headlines, etc. The two standard sizes are 6 and 12 points (a *nonpareil* and a *pica*) thick, respectively.

HEADS OR HEADINGS—

279. A *center-head* is a headline placed at equal distances from both margins of the page or column. Center-heads are usually set in caps or in small caps. This is a center-head:

SEC. VII. THE PRINCIPLES OF SOCIOLOGY

When such center-head makes more than one line, either the (inverted) "pyramid" form (for two or

three lines) or "hanging indention" (for more than three lines) is employed:

ART EDUCATION FOR THE AMERICAN PEOPLE, AS SHOWN AT THE LOUISIANA PURCHASE EXPOSITION, IN THE NORMAL SCHOOLS, AND IN ART SCHOOLS

ON CERTAIN IMPLICATIONS OF POSSIBLE CHANGES IN THE FORM AND DIMENSIONS OF THE SUN, AND SOME SUGGESTIONS TOWARD EXPLAINING CERTAIN PHENOMENA OF VARIABLE STARS

280. A *side-head* is a headline placed at the side of the page or column. It may either be set in a separate line, in which case it is usually set *flush*—that is, in alignment with the margin of the type-page; or *run in*—that is, run together in a continuous line with the paragraph to which it belongs. The latter is the more common form. Side-heads are most frequently set in italics, only the first word and proper names being capitalized; sometimes in caps and small caps or in bold-face (see **172**):

Side-head—
A side-head is a headline . . . .
Side-head.—A side-head is . . . .
SIDE-HEAD.—A side-head is . . . .

Side-head—
A side-head is . . . .

281. A *cut-in head* is a head placed in a box cut into the side of the type-page, usually set in different type, and as a rule placed under the first two lines of the paragraph:

In making inquiry, therefore, into the value of fraternity life among the children, it is necessary to test it entirely in accordance with its power to contribute to the welfare of the school as a social whole. The school, being a social organization, has a right to demand that every individual contribute the best that is in him to the good of all. In making this contribution, it

Group Influence

282. A *box-head* is a head for a column in a ruled table. (See **250.**)

283. A *running-head* is a headline placed at the top of each page of a book, etc., usually giving the main title of the work on the left-hand (*verso*) page, and the title of the chapter, or other subdivision, on the right-hand (*recto*) page. A good working rule for running-heads is to set them in roman or italic capitals two sizes (points) smaller than the type of the text.

PARAGRAPHS—

284. Two kinds of paragraphs are distinguished—*plain* and *hanging*. A *plain* (or *regular*) *paragraph* has the first line indented, and the others set flush. A *hanging paragraph* ("*hanging indention*") has the first line set flush, and the others indented:

Human Nature and the Social Order. By CHARLES HORTON COOLEY. New York: Scribner, 1902. Pp. viii+404.

In terms of his own thesis Dr. Cooley has transformed the social materials of his times into a personal product; his mind has reorganized and reproduced the suggested, etc.

PROOFS—

285. A *galley-proof* is an impression of the type contained in a long, shallow receptacle of metal, known as a *galley*, into which the compositor, operator, or casting-machine places the material as it is set, line by line.

286. A *page-proof* is an impression of the type material made up into page-form.

287. A *plate-proof* or *foundry-proof* is a proof taken of the type-page immediately before an electrotype cast is made of it. This proof has a black border around the pages, made by ink from the metal frame used to hold the type in place while the cast is being made. Most publications nowadays are printed from such plates, and not directly from the type.

288. A *foul proof* is a galley-proof containing author's corrections.

289. A *revise* is a new proof of type corrected from a marked proof.

MAKE-UP—

290. The arranging into page-form of type-lines is called the *make-up*.

291. A *folio* is a page-number. Even numbers are placed on the verso; odd, on the recto. A *drop-folio* is a page-number placed at the bottom of a page.

292. A *half-title* or *bastard title* is the abbreviated title of a book placed on a separate page preceding the full title-page, or the title of a part, chapter, etc., preceding such part or chapter on a separate page in the body of the book.

TYPESETTING MACHINES—

293. The *monotype*—named *Lanston* after the patentee—is a composing-machine on which, by touching a keyboard, perforations are made in strips of paper, which then are transferred to a second machine, where the matrices to which the perforations correspond are brought in contact with molten type-metal, the characters being cast separately and arranged automatically on a galley in justified lines. (See **259.**)

294. The *linotype*—named *Mergenthaler* after its inventor—is a composing-machine on which, by touching a keyboard, the matrices from which the characters are cast arrange themselves automatically in lines in a receptacle, which then is brought in contact, on the same machine, with molten type-metal, through a mechanical device which liberates and arranges in order on a galley the stereotyped strips, called "slugs," each consisting of a line of type. (See **260.**)

APPENDIX

HINTS TO AUTHORS AND EDITORS

PREPARATION OF MANUSCRIPTS—

Manuscripts should be either typewritten or in a perfectly clear handwriting. The former is preferable.

The sheets should be of uniform size; 9″×11″ is a desirable size.

Only one side of the paper should be used.

Never roll manuscripts; place them flatly in a box or an envelope.

The sheets should not be fastened together except by pins or clips, which can easily be removed.

When one piece of a page is to be fastened to another, use mucilage, not pins. Pins are liable to become unfastened, and the slips lost or misplaced.

Liberal margins should be left at the top and left-hand side of the sheets. This space will be needed by the reader or printer for directions.

The pages should be numbered consecutively. Inserted and omitted pages should be clearly indicated. Thus, sheets to be inserted after p. 4 should be marked "4A," "4B," etc.; sheets omitted between p. 4 and p. 8 should be indicated by numbering p. 4, "4–7."

Additions to original pages should be placed after the sheets to which they belong, and should be marked "Insert A," "Insert B," etc. The places where they are

to be inserted should be indicated by writing, "Here insert A," etc., on the margin of the original pages.

PARAGRAPHS—

Paragraphs should be plainly indicated, either by indenting the first line or by a ¶ mark.

FOOTNOTES—

Footnotes should be clearly designated, either by separating them from the text by running a line across the page, or by using ink of different color. Some writers make a perpendicular fold in the paper, using two-thirds of the space for the text and one-third for the notes.

The word in the text carrying the note should be followed by a superior figure corresponding to that preceding the note.

Footnotes should never be run into the text in manuscripts, whether in parentheses or otherwise.

NOTE.—It is important to remember that in matter set on the linotype machine the slightest change necessitates the resetting of the whole line. Since it is impossible to foresee how the notes will happen to come out in the make-up, it is impracticable to number them from 1 up on each page. The best way is to number them consecutively throughout an article or by chapters in a book; bearing in mind, however, the very essential point that *the change, by omission or addition, of one single number involves the resetting of the whole first line of each succeeding note to the end of the series, as well as the line in the text bearing the reference to the note.*

This difficulty is not met with in matter set on the monotype machine or by hand, where the change of a number amounts simply to substituting one figure for another.

PROPER NAMES, ETC.—

Proper names, foreign words, and figures should, in handwritten manuscript, be written with the utmost care and distinctness.

TITLE-PAGES, ETC.—

Copy for title-pages, prefaces, tables of contents, etc., should be submitted with the manuscript. Copy for indexes should be compiled from the special set of page-proofs furnished for this purpose, and promptly delivered to the printers. Unnecessary delay is often caused by postponing these details till the last minute.

READING OF PROOFS—

Read and return your proofs promptly.

In marking proof-sheets, use the standard proofreaders' marks (see p. 123). Do not adopt a system of your own, which, however plain it may seem to you, is liable to appear less so to the compositor.

Be careful to answer all queries in the proofs. Delays and errors often result from not attending to them.

Remember that changes in the type cost money. The omission or addition of a word in the middle of a paragraph may necessitate resetting the whole of this from that point on; and if such alteration is made in the page-proof, it may further involve repaging the entire article or chapter. Make your manuscript as perfect as possible before delivering it to the printer. Any necessary alterations should be made in the galley-proof, as each succeed-

ing stage will add to the cost. Corrections in plates should be studiously avoided. Not only are they expensive, but they are apt to injure the plates.

The original manuscript should in each instance be returned with the galley-proof, in order that the proof-reader may refer to it, should any question arise; and each successive set of proofs returned should be accompanied by the previous marked set. This will assist in calculating the cost of alterations properly chargeable to you.

HINTS TO PROOFREADERS

Read everything as if you yourself were the author.

Be particularly careful about proper names and figures. If the copy is not perfectly clear, or if you have reason to doubt its correctness, look it up, or query it to the author.

In asking questions of authors or editors, make your point clear. A simple query is often not enough to draw attention to the particular point you have in mind. Queries in the manuscript should be transferred to the proof, or attention should be directed in the proof to the queries made by the copy-reader in the manuscript.

Be discreet about your queries. Do not stultify yourself and discredit the office by asking foolish questions on the proof. The author will be thankful for any sensible suggestion you may make, but will resent trivial criticisms.

Make a study of the "personal equation" in the case of those individuals (editors and others) with whom you as a proofreader will constantly have to deal. One person may expect of you as a matter of course what another might regard as an unwarranted interference.

Never hesitate to correct anything that is palpably wrong, however positively the copy may assert the contrary. Remember that the blame for the error will eventually be laid at your door, and justly so.

Do not follow copy blindly, unreasoningly. Follow copy only when, and as far as, it is correct. Whether or

not it is correct, you are the judge. Such an excuse as, "I thought the copy was edited"; or, "I thought the author knew what he wanted," is no excuse at all.

Do not ask authors or editors to decide questions of style. The *Manual of Style* is primarily meant for you. Learn its rules so that you may correct any violation of them you may come upon, without asking questions.

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Do not shield yourself behind your copyholder. The copyholder is there to assist you, not to tell you how to do things. If you think you have cause to doubt her version of a matter, investigate for yourself.

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Do not permit yourself to be stampeded. Cultivate speed, but remember that accuracy is even more important. If the necessary time is not given you, take it—within reasonable limits—in order to do things right. The credit accruing to you from doing things absolutely right is likely to outlast the displeasure at your lack of dispatch.

In unavoidable cases of "rush," where conditions and

orders are imperative, protect yourself by letting it be understood that you have done your best in the time allotted you, but that you must disclaim any further responsibility.

Put your initial at the top of every galley you read or revise. This will save time in tracing proofs, and insure the giving of credit where it belongs.

HINTS TO COPYHOLDERS

Cultivate a low, soft, clear reading-voice. Only your own proofreader has to hear you.

Remember that, from the proofreader's point of view, the small words are as essential as the big ones. Get them all in—and get them in right.

Enunciate your plural *s*'s distinctly.

Do not get offended when your reader asks you to repeat, or to look at the copy for himself.

Regulate and equalize your speed. Do not race at a break-neck pace through typewritten copy, while you thread your path fumblingly through the mazes of manuscript.

Do not keep guessing at a word. Look at it closely, consider the context, and do not speak it until you have made it out—or at least made the very best guess of which you are capable.

Sit at right angles to your reader, if possible. He hears you better, and you can watch his hand better, if you do.

Give your reader a chance to make his corrections. Slow up the moment he puts his pencil to the paper. This will save you going over the same ground twice.

Evolve your own system of signals. Do not, for instance, waste time by saying "in italics" for every word or letter so treated. Instead, raise your voice, or tap

the table with your pencil once for each word, or both. Such a code need not be intelligible to others than yourself and your reader.

Do not waste time over matters of style. The proof-reader is supposed to know the rules without your telling him; for instance, what titles are to be set in italics, and what roman-quoted.

Be careful in transferring marks. A mark in the wrong place means two errors uncorrected in place of one corrected.

In sending out proofs, see that everything is there. Arrange the copy and proof-sheets neatly and consecutively.

Never send out proofs, for the first time, without consulting the job ticket for the number wanted, and the name and address of the person to whom they are to be sent.

The manuscript should accompany the galley-proof; the foul proof (author's marked galley-proof) should accompany the page-proof. In case no galley-proof has been sent, the manuscript should accompany the page-proof.

Indicate in the lower left-hand corner the contents of all the envelopes you address.

Fasten your pins in the center at the top, not diagonally in the left-hand corner, thus covering up the directions, etc., often written there.

Return every evening to the file or the bookcase any volume that may have been taken out for reference during the day.

Remember that you are the housekeeper of the proof-room, and take pride in its neat and orderly appearance. Keeping the records, files, etc., naturally devolves upon you. Perfect your system so that everything can be located at a moment's notice. The more of that kind of work you do without being asked, and the better you do it, the more you will be appreciated.

PROOFREADER'S MARKS

caps Put in ~~capitals~~.

s.c. Put in ~~SMALL CAPITALS~~.

l.c. Put in ~~LOWER CASE~~.

rom. Put in ~~*roman*~~ type.

ital. Put in ~~italic~~ type.

bold Put in ~~bold face~~ type.

Dele, or delete: take it out.

Letter reversed—turn.

Indent. Make a new paragraph.

Put in space.

Close up—no space.

Bad spacing: space more evenly.

wr. f. Wrong font: character of wrong size or style.

tr Transpose.

Carry to the left.

Carry to the right.

Elevate.

Depress.

Imperfect letter—correct.

Space shows between words—shove down.

Straighten crooked line.

stet Restore ~~or retain~~ words crossed out.

Print (æ, fi, etc.) as a logotype.

out—see copy Words are omitted from, or in, copy.

? Query to author: Is this right?

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SPECIMENS OF TYPES IN USE

MODERN

FIVE POINT NO. SIXTY-SEVEN

[Solid]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the Far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus,

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A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to THE FROZEN NORTH AND THE TORRID SOUTH AS ITS NATURAL LIMITS, EXCHANGING THE VIRGIN ORES OF SPAIN FOR THE LONG-SOUGHT SPICES OF ARABY THE BLEST, WAS THEREFORE 1 2 3 4 5 6 7 8 9 0

But while those that had conceived it and striven for it consciously had 1 2 3 4 5 6 7 8 9 0

SIX POINT NO. FIFTY-SEVEN

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aspired to be his sole successor, hoping to complete his work 1 2 3 4 5 6 7 8 9 0

ÆĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ÅĚĬŎŬ ÅÇÑ ĦĢĶŞŠŢ

ÆĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ÅÇÑ ǟēīōū ǻéíóú àèìòù âêîôû äëïöü åěǐǒŭ

ÆĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ÅĚĬŎŬ ÇĦĢÑŠ ţħþşţş

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MODERN

SEVEN POINT NO. FIFTY-SEVEN

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A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain for the long-sought spices of Araby the Blest, was therefore no very wild imagination. But while those that had conceived it and striven for it consciously had failed, who could have imagined that it should drop almost suddenly, unexpectedly, by the force, not of genius, but of circumstances, into the hands of a people who attained it, not by the direction of an Alexander, but by such national qualities as had gained for Sparta precedence and respect, coupled with aggressive wars under the guise of securing ever-widening frontiers, such as those which mark the rapid strides of Philip's Macedonia?

Any political thinker who witnessed this mighty outcome of half a CENTURY MIGHT INDEED FEEL UNEASY AT THE RESULT, IF HE WERE NOT, LIKE MOST OF THE STOICS, AN OPTIMIST 1 2 3 4 5 6 7 8 9 0 *or a fatalist. There was, no doubt, the manifest gain 1 2 3 4 5 6 7 8 9 0*

ÁÉÍÓÚ ÀÈÌÒÙ áéíóú àèìòù ÂÊÎÔÛ ÃẼĨÕŨ äëïöü ÅÇ
ÀÈÌÒÙ ÃẼĨÕŨ àèìòù ãẽĩõũ *ÀÈÌÒÙ ÃẼĨÕŨ* àèìòù ãẽĩõũ åçñ
ÂÊÎÔÛ ÄËÏÖÜ âêîôû äëïöü *ÂÊÎÔÛ ÄËÏÖÜ* âêîôû äëïöü åçñ

MODERN

EIGHT POINT NO. FIFTY-SEVEN

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ÆĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÎÔ ÄÖÜ Ǒ Å Ç Ñ Č Ø *Ê Ā Ō Å Ç*

ÆĒŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÔÛ ÄËÏÖÜ ǍǏǑŬ Ě Š ø āēīōū áéíóú àèìòù âêîôû äëïöü ǎǐǒǔ ěšñǒ *āēīōū áéíóú àèìòù âêîôû äëïöü åçěñǒ*

MODERN

NINE POINT NO. FIFTY-SEVEN

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OF THE EARLY DIADOCHI HAD EACH FOR MANY HARD-FOUGHT YEARS ASPIRED TO BE HIS SOLE 1 2 3 4 5 6 7 8 9 0

successor, hoping to complete his work *1 2 3 4 5 6 7 8 9 0*

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ĀĒĪŌŪ ĂĔĬŎŬ ÅÇÑ

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ĀĒĪŌŪ ĂĔĬŎŬ ÅÇḤḪĶÑŢ

āēīōū áéíóú àèìòù âêîôû āēīōū ăĕĭŏŭ åçḥḫķñţ

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ĀĒĪŌŪ ĂĔĬŎŬ ÅÇÑ

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MODERN

ELEVEN POINT NO. SIXTY-FIVE

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It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the Far East, men must have anticipated, as very near, an empire NOT UNLIKE THAT OF ROME; FOR THE CONQUEST OF THE WEST WOULD HAVE BEEN 1234567890 *no difficult matter to Alexander, with 1234567890*

ÆĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ

æēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ ÅÇĦĦĶÑŞŠŢ

āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ åçḥḫķñṣšṭ

ÆĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ

āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ å ç ñ

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ÅÇĘĦĦĶÑŞŠŢ *ÅÇĦĦÑŠŢ ḥḫịṣšṭụẓ*

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OLD STYLE

FIVE POINT NO. EIGHTY-THREE

[Solid]

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CONCEIVED IT AND STRIVEN FOR IT CONSCIOUSLY HAD FAILED, WHO COULD

HAVE IMAGINED THAT IT SHOULD DROP ALMOST SUDDENLY, 1 2 3 4 5 6 7 8 9 0

unexpectedly, by the force, not of genius, but of circumstances, into *1 2 3 4 5 6 7 8 9 0*

SIX POINT NO. EIGHT

[Solid]

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A WORLD-EMPIRE, INCLUDING THE LANDS AND NATIONS ABOUT

THE MEDITERRANEAN SEA, REACHING TO THE FROZEN NORTH AND 1 2 3 4 5 6 7 8 9 0

the torrid South as its natural limits, exchanging the virgin *1 2 3 4 5 6 7 8 9 0*

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Ö Ç äëïöü âêîôû àèù é âëïöü ç

OLD STYLE

EIGHT POINT NO. EIGHT

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SUCH NATIONAL QUALITIES AS HAD GAINED FOR SPARTA

PRECEDENCE AND RESPECT, COUPLED WITH AGGRES- 1 2 3 4 5 6 7 8 9 0

sive wars under the guise of securing ever-widening *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ ÁÉ ĀĒĪŌŪ Å Ç Ñ Š ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ ÁÉ ĀĒĪŌŪ ÅÇÑ äëïöü âêîôû àèìòù áéíóú āēīōū åçñ ąęįǫų ķṃṣẏ *ÐÞÐ*

ÄÏÖ ÂÊÎÔÛ ÀÈÙ É ĀĒĪŌŪ ÅÇÑŠ äëïöü âêîôû áéíóú àèù āēīōū åçñš

OLD STYLE

NINE POINT NO. EIGHT

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A WORLD-EMPIRE, INCLUDING ALL THE LANDS AND NATIONS ABOUT THE MEDITERRANEAN 1 2 3 4 5 6 7 8 9 0
Sea, reaching to the frozen North and the *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ AEIŌŪ ÀÈÙ ÅÇÉÑØŠ
äëïöü âêîôû áéíóú àèìòù āēīōū ããçñõ þḥḳṃøṣšţy
ÄËÏÖÜ ÊÎÔÛ ÀÈÒÙ ÁÉÓ ÅÇÑ ÐðÞþ
ÄÏÖÜ ÂÊÎÛ AĒĪŌŪ ÀÅÇÈÑÚ
äëïö âêîôû àèù áéíóú āēīōū ãçñõ

OLD STYLE

TEN POINT NO. EIGHT

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A WORLD-EMPIRE, INCLUDING ALL THE LANDS AND NATIONS ABOUT THE MEDITERRA- 1 2 3 4 5 6 7 8 9 0

nean Sea, reaching to the frozen North *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÎÔÛ É ÈÙ ĀĒĪŌŪ ÇÑŠ äëïöü âêîôû éíóú èù āēīōū åçñḥṃřšṣy

AËÏÖÜ ÂÊÎÔÛ ÀEÌÒU AÉÍÓÚ AEIŌŪ ÅÇEÑŠ

äëïöü âêîôû àèìòù áéíóú āēīōū æ åðçđgıįñŋóøŗšųÿýłvþ

OLD STYLE

ELEVEN POINT NO. EIGHT

[*Solid*]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

[*Leaded*]

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the Far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, AGAINST THE ADULT ROME OF THE THIRD CENTURY, FRESH FROM HER SAMNITE 1 2 3 4 5 6 7 8 9 0 *conquests, show what would have been 1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É ĀĒĪŌŪ Å Ç Ñ Ș

ĀĒĪŌŪ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ÅÇÑ

āēīōū áéíóú àèìòù âêîôû äëïöü åñõ ḥḳṃṣẏ åāů ăç

AEIŌŪ É ÀÈÙ ÂÊÎÔÛ ÄËÏÖÜ Å Ç Ñ

āēīōū áéíóú àèù âêîôû äëïöü å ã ñ ç õ

OLD STYLE

TWELVE POINT NO. EIGHT

[*Solid*]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

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ÄËÏÖÜ ÂÊÎÔÛ ÈÙ É Å Ç Ñ

äëïöü âêîôû èù é åçñ ÄËÏÖÜ ÂÊÎÔÛ ÈÙ É ÅÇÑ

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É Ç Ñ

äëïöü âêîôû àèù éíóú çñ

OLD STYLE

FOURTEEN POINT NO. EIGHT

[*Solid*]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be

[*Leaded*]

directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world.

WHEN ALEXANDER WAS YET A YOUNG MAN RETURN- 1 2 3 4 5 6 7 8 9 0

ing from his conquests 1 2 3 4 5 6 7 8 9 0

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É Å Ø Ñ

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É Å Ç Ñ

äëïöü âêîôû àèù áéíóú ãõñ å ç ø

Ö Ô À ü âôû àèù éú å ç ñ

OLD STYLE

EIGHTEEN POINT NO. EIGHT

[*Solid*]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the

[*Leaded*]

civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law. IT WAS NOT THE FIRST TIME THAT THIS 1 2 3 4 5 6 7 8 9 0

grand prospect 1 2 3 4 5 6 7 8 9 0

ÄËÖÜ ÂÊÔÛ ÈÙ É Å Ñ

MONOTYPE

SIX POINT NO. THIRTY-ONE

[Solid]

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[Leaded]

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But far more serious was the patent fact, that neither the Roman people nor their

HENCE IT RESULTED THAT THE COMMON PEOPLE DEGENERATED RAPIDLY INTO A VULGAR MOB, PURSUING SOLELY ITS MATERIAL 1 2 3 4 5 6 7 8 9 0

pleasures, and the dominant classes, when vast opportunities of wealth 1 2 3 4 5 6 7 8 9 0

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ÃẼĨÕŨ ÄËÏÖÜ Ç Ñ Ç

äëïöü âêîôû àèìòù áéíóú ãẽĩõũ äëïöü ç ñ ç ñ

äëïöü âêîôû àèìòù áéíóú ãẽĩõũ äëïöü ç ñ

MONOTYPE

SEVEN POINT NO. THIRTY-ONE

[Solid]

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[Leaded]

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of the real settlement of disputes by the arbitration of an umpire 1 2 3 4 5 6 7 8 9 0

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ ō
äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ ō ā

MONOTYPE

EIGHT POINT NO. THIRTY-ONE

[Solid]

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ANY POLITICAL THINKER WHO WITNESSED THIS
MIGHTY OUTCOME OF HALF A CENTURY MIGHT 1 2 3 4 5 6 7 8 9 0
indeed feel uneasy at the result, if he were not, like m *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ ç Ñ Ç
äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ
äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ
Ṯ Ḏ Ḵ Ḥ Ḫ Ḥ Š Ṣ Ṣ Ṭ ḍ ḥ ḫ ḥ Ḥ Ṣ ḍ ḥ ṣ ṭ *ḳ ṣ ḥ š ṣ* ḍ ḥ ṃ ṣ

MONOTYPE

NINE POINT NO. THIRTY-ONE

[Solid]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cornith, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

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[Leaded]

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A world-empire, including all the lands and nations about the DROP ALMOST SUDDENLY, UNEXPECTEDLY, BY THE FORCE, NOT OF GENIUS, BUT OF CIRCUMSTANCES, 1 2 3 4 5 6 7 8 9 0 *into the hands of a people who attained it, not by 1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ Ç Ñ Ç
äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ
äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ Ç
Ā ḤṢṬ ḍṣṭ *ḤṢṬ ḍḥṣṭṭ*

MONOTYPE

TEN POINT NO. THIRTY-ONE

[Solid]

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A WORLD-EMPIRE, INCLUDING ALL THE LANDS AND NATIONS ABOUT THE MEDITER- 1 2 3 4 5 6 7 8 9 0

ranean Sea, reaching to the frozen North 1 2 3 4 5 6 7 8 9 0

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ Ç ç Ñ

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ā ñ ō

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ Ç ç ā ñ ō

Ḍ ḤḤ ŠŚ Ṯ Ḳ ḍ ḥḥ ḳ ſſ ṯ

MONOTYPE

ELEVEN POINT NO. THIRTY-ONE

[*Solid*]

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ASPIRED TO BE HIS SOLE SUCCESSOR, HOPING

TO COMPLETE HIS WORK AND REGEN- 1 2 3 4 5 6 7 8 9 0

erate the distracted world by the potent 1 2 3 4 5 6 7 8 9 0

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ ÇÑ ÇḤṢṬ Ā

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ ḥṣṭ

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ Ç

ḤṢṬ Ā ḥṣṭ

MONOTYPE

TWELVE POINT NO. THIRTY-ONE

[*Solid*]

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YOUNGER AND FEEBLER REPUBLIC. AND

IF THE REALIZATION OF THE 1 2 3 4 5 6 7 8 9 0

conqueror's dreams was hin- 1 2 3 4 5 6 7 8 9 0

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ ç ñ Ç

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ Ç ç

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ḑḳñḥḫḩšṣṭ

MONOTYPE

SIX POINT NO. FIVE

[*Solid*]

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Any political thinker who witnessed this mighty outcome of half a century might indeed feel uneasy at the result, if he were not, like most of the Stoics, an optimist or a fatalist. There was, no doubt, the manifest gain of a great peace throughout the world, of the real settlement of disputes by the arbitration of an umpire with power to enforce his will; there was the consequent development of wide commerce, with its diffusion, not only of wealth, but of enlightenment. These material gains were indisputable, even though a dangerous monopoly was being established, NOT MERELY THROUGH ENORMOUS ADVANTAGES INSEPARABLE FROM ROMAN INFLUENCE, BUT BY THE JEALOUS 1 2 3 4 5 6 7 8 9 0

destruction of all those commercial centers which *1 2 3 4 5 6 7 8 9 0*

ãẽĩõũ ãẽĩõũ àèìòù áéíóú ãẽĩõũ ãẽĩõũ ç ãñ û å

ãẽĩõũ ãẽĩõũ àèìòù áéíóú ãẽĩõũ ãẽĩõũ ç ã ñ õ

MONOTYPE

SIX POINT NO. THIRTY-ONE

[*Solid*]

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HENCE IT RESULTED THAT THE COMMON PEOPLE DEGENERATED 1 2 3 4 5 6 7 8 9 0

RAPIDLY INTO A VULGAR MOB, PURSUING SOLELY ITS MATERIAL

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ÄËÏÖÜ ÀÈÌÒÙ ÁÉÍÓÚ ÂÊÎÔÛ ÃËÏÕÜ Ç Ñ ç

äëïöü àèìòù áéíóú âêîôû ãëïõü ç ñ ç ñ

äëïöü àèìòù áéíóú âêîôû ãëïõü ç ñ

MONOTYPE

SEVEN POINT NO. THIRTY-ONE

[Solid]

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of the real settlement of disputes by the arbitration of an umpire 1 2 3 4 5 6 7 8 9 0

äëïöü âêîôû àèìòù áéíóú ãẽĩõũ ăĕĭŏŭ ç ñ õ
ăĕĭŏŭ âêîôû àèìòù áéíóú ãẽĩõũ ăĕĭŏŭ ç ñ õ ă

MONOTYPE

EIGHT POINT NO. THIRTY-ONE

[Solid]

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[Leaded]

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ANY POLITICAL THINKER WHO WITNESSED THIS MIGHTY OUTCOME OF HALF A CENTURY MIGHT 1 2 3 4 5 6 7 8 9 0

indeed feel uneasy at the result, if he were not, like m *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ Ç Ñ Ç

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ

ṬḌḴ ḤḪḤ ŠŞṢṬ ḍḏḥḫḥ ḤṢ ḍḥṣṭ *ḳṣṭṯšś* ḍḥṃ₉

MONOTYPE

NINE POINT NO. THIRTY-ONE

[Solid]

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A world-empire, including all the lands and nations about the DROP ALMOST SUDDENLY, UNEXPECTEDLY, BY THE FORCE, NOT OF GENIUS, BUT OF CIRCUMSTANCES, 1 2 3 4 5 6 7 8 9 0 *into the hands of a people who attained it, not by 1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ ç ñ Ç
äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ
äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ Ç
Ā ḤṢṬ ḍṣṭ *ḤṢṬ ḍḥṣṭṯ*

MONOTYPE

TEN POINT NO. THIRTY-ONE

[Solid]

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A WORLD-EMPIRE, INCLUDING ALL THE LANDS AND NATIONS ABOUT THE MEDITER- 1 2 3 4 5 6 7 8 9 0

ranean Sea, reaching to the frozen North 1 2 3 4 5 6 7 8 9 0

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ Ç ç Ñ

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ā ñ ō

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ Ç ç ā ñ ō

Ḍ Ḥḥ Ṣṣ Ṭ Ḳ ḍ ḥḥḥ ḳ ṣṣ ṭ

MONOTYPE

ELEVEN POINT NO. THIRTY-ONE

[*Solid*]

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ASPIRED TO BE HIS SOLE SUCCESSOR, HOPING

TO COMPLETE HIS WORK AND REGEN- 1 2 3 4 5 6 7 8 9 0

erate the distracted world by the potent 1 2 3 4 5 6 7 8 9 0

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ ÇÑ ÇḤṢṬ Ā

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ ḥṣṭ

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ Ç

Ḥ Ṣ Ṭ Å *ḥṣṭ*

MONOTYPE

TWELVE POINT NO. THIRTY-ONE

[*Solid*]

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YOUNGER AND FEEBLER REPUBLIC. AND

IF THE REALIZATION OF THE 1 2 3 4 5 6 7 8 9 0

conqueror's dreams was hin- *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ Ç Ñ Ç

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ Ç ç

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ḏḳñḥḫḩšṣṭ

MONOTYPE

SIX POINT NO. FIVE

[*Solid*]

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NOT MERELY THROUGH ENORMOUS ADVANTAGES INSEPARABLE FROM ROMAN INFLUENCE, BUT BY THE JEALOUS 1 2 3 4 5 6 7 8 9 0

destruction of all those commercial centers which *1 2 3 4 5 6 7 8 9 0*

ãẽĩõũ ãẽĩõũ ãẽĩõũ ãẽĩõũ ãẽĩõũ ãẽĩõũ ç ãñ ũ å

ãẽĩõũ ãẽĩõũ ãẽĩõũ ãẽĩõũ ãẽĩõũ ãẽĩõũ ç ã ñ õ

MONOTYPE

SEVEN POINT NO. EIGHT

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OF THE STOICS, AN OPTIMIST OR A FATALIST. THERE
WAS, NO DOUBT, THE MANIFEST GAIN OF A GREAT 1 2 3 4 5 6 7 8 9 0
peace throughout the world, of the real settlement of *1 2 3 4 5 6 7 8 9 0*

ãẽĩõũ ǎěǐǒǔ âêîôû àèìòù áéíóú äëïöü ç ã ñ õ
ãẽĩõũ ǎěǐǒǔ âêîôû àèìòù áéíóú äëïöü ç ã ñ õ

MONOTYPE

EIGHT POINT NO. EIGHT

[*Solid*]

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IT, NOT BY THE DIRECTION OF AN ALEXANDER, BUT

BY SUCH NATIONAL QUALITIES AS HAD GAINED 1 2 3 4 5 6 7 8 9 0

for Sparta precedence and respect, coupled with 1 2 3 4 5 6 7 8 9 0

äëïöü âêîôû àèìòù áéíóú āēīōū ç ã ñ õ

äëïöü âêîôû àèìòù áéíóú āēīōū ç ã ñ õ

ą ę į ǫ ų ŗ å ḝ ŏ ĕ Į Ê Ḥ Ḳ Ṣ Ḫ Š ḍ ḥ ḳ ṣ ṭ š ḫ ŏ ă å

ą ę į ǫ ų ŗ å ḝ ŏ ĕ ǭ ę̄ ḝ ą̄ ḝ ḍ ḥ ḳ ṣ ṭ š ḫ ŏ ă ȳ

MONOTYPE

NINE POINT NO. EIGHT

[*Solid*]

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[*Leaded*]

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A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the OF AN ALEXANDER, BUT BY SUCH NATIONAL QUAL-

ITIES AS HAD GAINED FOR SPARTA PRECE- 1 2 3 4 5 6 7 8 9 0

dence and respect, coupled with aggressive *1 2 3 4 5 6 7 8 9 0*

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ã ñ õ å

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ã ñ õ

MONOTYPE

ELEVEN POINT NO. EIGHT

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EARLY DEATH, MOST OF THE EARLY 1 2 3 4 5 6 7 8 9 0

Diadochi had each for many hard- *1 2 3 4 5 6 7 8 9 0*

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ã õ å ç ñ

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ž å ãñõ

MONOTYPE

SIX POINT CUSHING NO. TWENTY-FIVE

[*Solid*]

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Any political thinker who witnessed this mighty outcome of half a century might indeed feel uneasy at the result, if he were not, like most of the Stoics, an optimist or a fatalist. There was, no doubt, the manifest gain of a great peace throughout the world, of the real settlement of disputes by the arbitration of an umpire with power to enforce his will; there was the consequent development of wide commerce with its diffusion, not only of wealth, but of enlightenment. These material gains were indisputable, even though a dangerous monopoly was being established, not merely through the enormous advantages inseparable from Roman influence, but by the jealous destruction of all those commercial centers which might have rivaled Rome by reason of favored situation or old traditions of trade.

BUT FAR MORE SERIOUS WAS THE PATENT FACT, THAT NEI

1 2 3 4 5 6 7 8 9 0

äëïöü âêîôû áéíóú àèìòù ãẽĩõũ ç

MONOTYPE

SEVEN POINT CUSHING NO. TWENTY-FIVE

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äëïöü âêîôû áéíóú àèìòù äëïöü äëïöü ç

MONOTYPE

EIGHT POINT CUSHING NO. TWENTY-FIVE

[*Solid*]

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OF WEALTH, BUT OF ENLIGHTENMENT. THESE MATERIAL

äëïöü âêîôû àèìòù áéíóú ãẽĩõũ ăĕĭŏŭ ç

MONOTYPE

NINE POINT CUSHING NO. TWENTY-FIVE

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A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, 1 2 3 4 5 6 7 8 9 0 EXCHANGING THE VIRGIN ORES OF SPAIN FOR THE

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MONOTYPE

TEN POINT CUSHING NO. TWENTY-FIVE

[Solid]

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A world-empire, including all the 1 2 3 4 5 6 7 8 9 0 **LANDS AND NATIONS ABOUT THE MEDITER-**

äëïöü âêîôû áéíóú àèìòù āēīōū ăĕĭŏŭ ç

MONOTYPE

ELEVEN POINT CUSHING NO. TWENTY-FIVE

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CASLON OLD STYLE

EIGHT POINT

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PEACE THROUGHOUT THE WORLD, OF THE REAL SETTLE-

MENT OF DISPUTES BY THE ARBITRATION OF AN 1 2 3 4 5 6 7 8 9 0

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CASLON OLD STYLE

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WAS THEREFORE NO WILD IMAGINATION. 1 2 3 4 5 6 7 8 9 0

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CASLON OLD STYLE

TWELVE POINT

[*Solid*]

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MENTS, AGAINST THE YOUNGER 1 2 3 4 5 6 7 8 9 0

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CASLON OLD STYLE

FOURTEEN POINT

[*Solid*]

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TO ALEXANDER, WITH ALL THE RESOURCES OF ASIA 1 2 3 4 5 6 7 8 9 0

under his hand. This *1 2 3 4 5 6 7 8 9 0*

SCOTCH ROMAN

TWELVE POINT

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MATTER TO ALEXANDER, WIT

1 2 3 4 5 6 7 8 9 0

BOOKMAN OLD STYLE

SIX POINT

[*Solid*]

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But far more serious was the patent fact, that neither the Roman people nor their rulers had received any education to fit them for an imperial policy, MATERIAL PLEASURES, AND THE DOMINANT CLASSES, WHEN VAST

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BOOKMAN OLD STYLE

EIGHT POINT

[*Solid*]

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THE MANIFEST GAIN OF A GREAT PEACE THROUGHO

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BOOKMAN OLD STYLE

TEN POINT

[Solid]

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NORTH AND THE TORRID SOUTH AS ITS NAT-

A M R y The of 1234567890

BOOKMAN OLD STYLE

TWELVE POINT

[Solid]

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AGAINST THE YOUNGER AND FEEB

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PORSON GREEK

SIX POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως ἔχειν· νῦν δὲ πάντα τἀναντία εὐθὺς ἐξ ἀρχῆς πράττων προσηνέχθην τῷ Ἀπόλλωνι. Πῶς δέ; ἔφη ὁ Κῦρος· δίδασκε· πάνυ γὰρ παράδοξα λέγεις. Ὅτι πρῶτον μέν, ἔφη, ἀμελήσας, ἐρωτᾶν τὸν θεὸν εἴ τι ἐδεόμην, ἀπεπειρώμην αὐτοῦ εἰ δύναιτο ἀληθεύειν.

EIGHT POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως ἔχειν· νῦν δὲ πάντα τἀναντία εὐθὺς ἐξ ἀρχῆς πράττων προσηνέχθην τῷ Ἀπόλλωνι. Πῶς δέ; ἔφη ὁ Κῦρος· δίδασκε· πάνυ γὰρ παράδοξα λέγεις.

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ELEVEN POINT

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TWELVE POINT

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ANTIQUE GREEK

EIGHT POINT

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ELEVEN POINT

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INSCRIPTION GREEK

TEN POINT

PHΣANTA▨ΥΙ▨PΑΦΥΛΑΞΑΟΤΑ
ΠΑΝ▨Α ſ▨ΥΡΑΦΥΔΑΞΝΤΑ
ΤΑΜΙЄΥΣΑΝΤΑΔΕΚΑΠ▨ΤΞΥΣΑΝΤΑ▨Ⅼ
ϚPAMMATEYΣANTAKAITHCΦIΛOΣEBAΣTOY

HEBREW

SIX POINT

מְשֶׁלֵי שְׁלֹמֹה בֶּן־דָּוִד מֶלֶךְ יִשְׂרָאֵל׃ לָדַעַת חָכְמָה וּמוּסָר לְהָבִין
אִמְרֵי בִינָה׃ לָקַחַת מוּסַר הַשְׂכֵּל צֶדֶק וּמִשְׁפָּט וּמֵישָׁרִים׃ לָתֵת
לִפְתָאיִם עָרְמָה לְנַעַר דַּעַת וּמְזִמָּה׃ יִשְׁמַע חָכָם וְיוֹסֶף לֶקַח וְנָבוֹן

NINE POINT

מְשֶׁלֵי שְׁלֹמֹה בֶּן־דָּוִד מֶלֶךְ יִשְׂרָאֵל׃ לָדַעַת חָכְמָה וּמוּסָר
לְהָבִין אִמְרֵי בִינָה׃ לָקַחַת מוּסַר הַשְׂכֵּל צֶדֶק וּמִשְׁפָּט
וּמֵישָׁרִים׃ לָתֵת לִפְתָאיִם עָרְמָה לְנַעַר דַּעַת וּמְזִמָּה׃ יִשְׁמַע

NESTORIAN SYRIAC

NINE POINT

ܗܘܐ ܕܐܝܬ ܠܗ ܒܢ̈ܝ ܐ̈ܢܫܐ ܘܠܐ ܐܝܬ ܠܗ ܒܢ̈ܝ ܐ̈ܢܫܐ ܗܘܐ ܕܢܬܒܥ ܠܗ ܒܥܠ ܒܝܬܐ ܘܠܐ ܒܥܠ ܒܝܬܐ ܗܘܐ ܕܢܬܒܥ

MISCELLANEOUS SIGNS

SIX POINT

= + + − ÷ × ± < ≠ ≠ ≷ ≦ ≡ ° ′ ″ / # ‖ ←

EIGHT POINT

= + + − ÷ × ± : :: ≒ ± < △ □ ⊥ ∠ √ ∛ ° ′ ″ ′ ″ # ☿ ♀ ♂ ⊙ ⊕

NINE POINT

= + − ÷ × < ± ⊥ ≡ : :: ≒ / 〈 ‖ ° ′ ″ ′ ″ ° □ △ √ ∛

♈ ♌ # ♄ ♆ ♅ ♇ ♃ ☿ ♀ ♂ ♂

TEN POINT

= + − ÷ × < △ △ □ : :: ≒ ± ≠ ≠ ≡ ≦ ≷

√ √ ∛ × ⊥ ≐ ≅ ⇆ → ° ′ ″ ° ′ ″ # / ∂ ♄ ♋ ♂

♓ ♌ ♐ ♈ ♒ ♏ ♋ ♊ ♎ ♉ ♐ ♓ ♍ ♎

:: ∴ ∠ ∠ ∽ // / ‖ | × ⊕

ELEVEN POINT

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° ′ ″ ° ′ ″ # ☿ ♀ ♂ ♃ ♋ ♄ ♂ ♃ ♀ ♌ ♐ ♈ ♑ ~ ⁓ ∞ ⊥

♍ ♑ ♌ ∫

SEVEN POINT

FIVE POINT = + − + × ° ′ ″ # TWELVE POINT

= + − ° ′ ″ #

∫ ∫ ∫ ∫ ∫ √ √ √ √

CASLON OLD STYLE

EIGHTEEN POINT

When thoughtful Greeks like 1234
THE FIRST TIME THAT THE

TWENTY-TWO POINT

When thoughtful Greeks 5678
THE FIRST TIME THAT

TWENTY-FOUR POINT

When thoughtful Gr 9012
THE FIRST TIME TH

THIRTY POINT

When thoughtful 3456
THE FIRST TIME T

THIRTY-SIX POINT

When thoug 7890
THE FIRST TIM

CASLON OLD STYLE

FORTY-EIGHT POINT

When th 1234
THEFIRST

CASLON OLD STYLE ITALIC

EIGHTEEN POINT

When thoughtful Greeks like Pol 1234
THE FIRST TIME THAT THE

TWENTY-TWO POINT

When thoughtful Greeks like 5678
THE FIRST TIME THAT

TWENTY-FOUR POINT

When thoughtful Greeks 9012
THE FIRST TIME THA

THIRTY POINT

WHEN thoughtfu 3456

NO. 8 OLD STYLE

TWENTY-TWO POINT

When thoughtful Gre 1234
THE FIRST TIME TH

TWENTY-FOUR POINT

When thoughtful 5678
THE FIRST TIME

THIRTY-TWO POINT

When thoug 9012
THE FIRST TIM

FORTY-FOUR POINT

When th 345
THE FIRST

NO. 8 OLD STYLE ITALIC

TWENTY-TWO POINT

When thoughtful Gr 1234
THE FIRST TIME TH

TWENTY-FOUR POINT

When thoughtful 5678
THE FIRST TIME

THIRTY-TWO POINT

When thou 9012
THE FIRST T

FORTY-FOUR POINT

When tho 345
THE FIRST

ELZEVIR ITALIC

TEN POINT

THE FIRST TIME THAT THE A D M N R 12345

CONDENSED OLD STYLE

EIGHT POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD 12345

NINE POINT

THE FIRST TIME THAT THE GRAND PROSPECT H 67890

TEN POINT

THE FIRST TIME THAT THE GRAND PROS 12345

TWELVE POINT

THE FIRST TIME THAT THE G 67890

SIXTEEN POINT

THE FIRST TIME THAT THE G 1234

EIGHTEEN POINT

THE FIRST TIME THAT T 5678

TWENTY POINT

THE FIRST TIME T 9012

TWENTY-TWO POINT

THE FIRST TIME T 3456

TWENTY-FOUR POINT

THE FIRST TIM 7890

TWENTY-EIGHT POINT

THE FIRST TI 1234

CONDENSED OLD STYLE

THIRTY-TWO POINT

THE FIRST 5678

THIRTY-SIX POINT

THE FIRS 9012

FORTY POINT

THE FIR 3456

EXTENDED OLD STYLE

TWENTY-FOUR POINT

When thought 123
THE FIRST TIME

THIRTY-TWO POINT

When tho 45
THE FIRST I

EXTENDED OLD STYLE

FORTY-EIGHT POINT

When 78
THE FIR

FRENCH OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth 12345
WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL OF CARTHAGE AND
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH

SEVEN POINT

WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carth 12345
WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL
THE FIRST TIME THAT THE GRAND PROSPECT HAD B

TEN POINT

WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW 67890
THE FIRST TIME THAT THE GRAND PROSPECT

TWELVE POINT

WHEN THOUGHTFUL GREEKS LIKE POLY 12345
THE FIRST TIME THAT THE GRAND PRO

FRENCH OLD STYLE

FOURTEEN POINT

THE FIRST TIME THAT THE GR 67890

SIXTEEN POINT

THE FIRST TIME THAT THE 1234

TWENTY POINT

THE FIRST TIME T 5678

TWENTY-FOUR POINT

THE FIRST TIME 901

THIRTY POINT

THE FIRST TI 234

THIRTY-SIX POINT

THE FIRST 56

FORTY-EIGHT POINT

THE FI 78

SIXTY POINT

THE 901

CHELTENHAM OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they mu 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FO

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of C 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Ca 12345
THE FIRST TIME THAT THE GRAND PROSPEC

TWELVE POINT

When thoughtful Greeks like Polybius saw the f 67890
THE FIRST TIME THAT THE GRAND PR

ACCENTED LETTERS—SIX TO TWELVE POINT

ÀÂÄ ÈÉÊË ÌÍÎÏ ÒÔÖ ÙÚÛÜ Ç Ñ
àáâä èéêë ìíîï òóôö ùúûü ç ñ

CHELTENHAM OLD STYLE ITALIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 12345
THE FIRST TIME THAT THE GRAND PROSPE

TWELVE POINT

When thoughtful Greeks like Polybius saw th 67890
THE FIRST TIME THAT THE GRAND P

CHELTENHAM OLD STYLE ITALIC

FOURTEEN POINT

When thoughtful Greeks like Polybius 1234
THE FIRST TIME THAT THE GR

EIGHTEEN POINT

When thoughtful Greeks like 5678
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful Greek 901
THE FIRST TIME TH

THIRTY POINT

When thoughtful 1908

THIRTY-SIX POINT

When thought 190

SPECIAL CHARACTERS—ALL SIZES

A B D E G M N P R T V

ACCENTED LETTERS—SIX TO TWELVE POINT

Ä É Ö Ü Ñ
à á â ä è é ê î ï ò ó ö ô ù ú û ü ç ñ

CHELTENHAM WIDE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Co 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FO

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

TEN POINT

When thoughtful Greeks like Polybius saw the fa 12345
THE FIRST TIME THAT THE GRAND PROSPEC

TWELVE POINT

When thoughtful Greeks like Polybius saw 67890
THE FIRST TIME THAT THE GRAND PR

FOURTEEN POINT

When thoughtful Greeks like Polyb 1234
THE FIRST TIME THAT THE GRA

EIGHTEEN POINT

When thoughtful Greeks lik 5678
THE FIRST TIME THAT TH

TWENTY-FOUR POINT

When thoughtful Gr 9012
THE FIRST TIME THA

CHELTENHAM WIDE

THIRTY POINT

When thoughtful 345
THE FIRST TIME T

THIRTY-SIX POINT

When though 678
THE FIRST TIM

FORTY-TWO POINT

When thou 90
THE FIRST T

FORTY-EIGHT POINT

When tho 12

ACCENTED LETTERS—SIX TO TWELVE POINT

ÀÂÄ ÈÊË ÌÎÏ ÒÖ ÙÛÜ Ç Ñ
àáâä èéê ìí òóö ùúûü ç ñ

CHELTENHAM CONDENSED

EIGHTEEN POINT

When thoughtful Greeks like Po 12345
THE FIRST TIME THAT THE GRA

TWENTY-FOUR POINT

When thoughtful Gree 67890
THE FIRST TIME THAT TH

CHELTENHAM BOLD CONDENSED

SIX POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH 1 2 3 4 5

EIGHT POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE 6 7 8 9 0

TEN POINT

THE FIRST TIME THAT THE GRAND PROSPEC 6 7 8 9

TWELVE POINT

THE FIRST TIME THAT THE GRAND PRO 1 2 3 4

FOURTEEN POINT

THE FIRST TIME THAT THE GRA 5 6 7 8

EIGHTEEN POINT

THE FIRST TIME THAT THE 9 0 1 2

TWENTY-FOUR POINT

THE FIRST TIME TH 3 4 5 6

CHELTENHAM BOLD

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and o 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD F

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of C 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

TEN POINT

When thoughtful Greeks like Polybius saw t 12345
THE FIRST TIME THAT THE GRAND PROSPE

TWELVE POINT

When thoughtful Greeks like Polybius s 67890
THE FIRST TIME THAT THE GRAND PR

FOURTEEN POINT

When thoughtful Greeks like Po 1234
THE FIRST TIME THAT THE GR

EIGHTEEN POINT

When thoughtful Greeks 5678
THE FIRST TIME THAT TH

TWENTY-FOUR POINT

When thoughtful G 901
THE FIRST TIME THA

CHELTENHAM BOLD

THIRTY POINT

When thoughtf 234
THE FIRST TIME T

THIRTY-SIX POINT

When thoug 567
THE FIRST TIM

FORTY-TWO POINT

When thou 89
THE FIRST T

FORTY-EIGHT POINT

When th 23
THE FIRST

CHELTENHAM BOLD

SIXTY POINT

When 14
THE FIR

SEVENTY-TWO POINT

When 5
THE FI

ACCENTED LETTERS—SIX TO TWELVE POINT

ÀÂÄ ÈÉÈË ÌÍÏ ÒÔÖ ÙÛÜ Ç Ñ
àáâä èéêë ìíîï òóôö ùúûü ç ñ

CHELTENHAM BOLD ITALIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage a 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of C 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

TEN POINT

When thoughtful Greeks like Polybius saw 12345
THE FIRST TIME THAT THE GRAND PROS

TWELVE POINT

When thoughtful Greeks like Polybius 67890
THE FIRST TIME THAT THE GRAND P

FOURTEEN POINT

When thoughtful Greeks like P 12345
THE FIRST TIME THAT THE GR

EIGHTEEN POINT

When thoughtful Greeks 5678
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful 9012
THE FIRST TIME TH

CHELTENHAM BOLD ITALIC

THIRTY POINT

When thought 345
THE FIRST TIME

THIRTY-SIX POINT

When thou 678
THE FIRST TI

ACCENTED LETTERS—SIX TO TWELVE POINT

Ää á ä é í Öó ö Üú ü Ñ ñ

CLARENDON

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage an 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HEL

NINE POINT

When thoughtful Greeks like Polybius saw the fall of 67890
THE FIRST TIME THAT THE GRAND PROSPECT HA

ELEVEN POINT

When thoughtful Greeks like Polybius sa 12345
THE FIRST TIME THAT THE GRAND PRO

SEVEN POINT FIGURES

1 2 3 4 5 6 7 8 9 0

IONIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Car 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD B

DELLA ROBBIA

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN SET FORTH

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN S

TEN POINT

When thoughtful Greeks like Polybius saw the fall o 12345
THE FIRST TIME THAT THE GRAND PROSPE

TWELVE POINT

When thoughtful Greeks like Polybius saw th 67890
THE FIRST TIME THAT THE GRAND PR

FOURTEEN POINT

When thoughtful Greeks like Polybi 1234
THE FIRST TIME THAT THE G

EIGHTEEN POINT

When thoughtful Greeks li 5678
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful G 9012
THE FIRST TIME TH

DELLA ROBBIA

THIRTY POINT

When thought 3456
THE FIRST TIME

THIRTY-SIX POINT

When thou 789
THE FIRST TI

FORTY-TWO POINT

When tho 123
THE FIRST I

FORTY-EIGHT POINT

When th 45
THE FIRST

CUSHING OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cori 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FO

SEVEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carth 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

NINE POINT

When thoughtful Greeks like Polybius saw the fall of Carth 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 12345
THE FIRST TIME THAT THE GRAND PROSPECT H

ELEVEN POINT

When thoughtful Greeks like Polybius saw the fa 67890
THE FIRST TIME THAT THE GRAND PROSPECT

TWELVE POINT

When thoughtful Greeks like Polybius saw t 12345
THE FIRST TIME THAT THE GRAND PROSPE

FOURTEEN POINT NO. ONE

When thoughtful Greeks like Polybius s 67890
THE FIRST TIME THAT THE GRAND P

CUSHING OLD STYLE

FOURTEEN POINT NO. TWO

When thoughtful Greeks like Pol 1234
THE FIRST TIME THAT THE GR

EIGHTEEN POINT

When thoughtful Greeks 1 5678
THE FIRST TIME THAT TH

TWENTY-FOUR POINT

When thoughtful G 901
THE FIRST TIME TH

THIRTY-SIX POINT

When thoug 234
THE FIRST TI

FORTY-EIGHT POINT

When tho 56
THE FIRST

PONTIAC

SIX POINT

WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE fall of Carthage and of Corinth, they must 12345

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthag 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

FOURTEEN POINT

When thoughtful Greeks like Polybius saw the 1234
THE FIRST TIME THAT THE GRAND PROSPECT HA

EIGHTEEN POINT

When thoughtful Greeks like Polybius 5678
THE FIRST TIME THAT THE GRAND PROS

TWENTY-FOUR POINT

When thoughtful Greeks like 9012
THE FIRST TIME THAT THE GRA

PONTIAC

THIRTY POINT

When thoughtful Greek 3456
THE FIRST TIME THAT TH

THIRTY-SIX POINT

When thoughtful G 789
THE FIRST TIME THAT

ENGRAVER'S BOLD

SIX POINT

NO. ONE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WOR 12345

NO. TWO

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH 67890

NO. THREE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN 12345

NO. FOUR

THE FIRST TIME THAT THE GRAND PROSPECT 67890

NO FIVE

THE FIRST TIME THAT THE GRAND PR 12345

TWELVE POINT

NO. ONE

THE FIRST TIME THAT THE 67890

NO. TWO

THE FIRST TIME THA 1234

NO. THREE

THE FIRST TIME 5678

CENTURY EXPANDED

SIX POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HEL 12345

EIGHT POINT

THE FIRST TIME THAT THE GRAND PROSPECT 67890

TEN POINT

THE FIRST TIME THAT THE GRAND PRO 12345

ELEVEN POINT

THE FIRST TIME THAT THE GRAND 67890

TWELVE POINT

THE FIRST TIME THAT THE GRAN 12345

FOURTEEN POINT

THE FIRST TIME THAT THE 1234

EIGHTEEN POINT

THE FIRST TIME THA 5678

TWENTY-FOUR POINT

THE FIRST TIME 9012

THIRTY POINT

THE FIRST TI 345

POST OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw 12845
THE FIRST TIME THAT THE GRAND PROSPE

EIGHT POINT

When thoughtful Greeks like Poly 67890
THE FIRST TIME THAT THE GRAND PR

TEN POINT

When thoughtful Greeks lik 12345
THE FIRST TIME THAT THE GR

TWELVE POINT

When thoughtful Greeks 67890
THE FIRST TIME THAT THE

EIGHTEEN POINT

When thoughtful 1234
THE FIRST TIME TH

TWENTY-FOUR POINT

When thoug 5678
THE FIRST TIME

THIRTY-SIX POINT

When THO

SPECIAL CHARACTERS—ALL SIZES

The of & f

DE VINNE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and o 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD PO

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD B

TEN POINT

When thoughtful Greeks like Polybius saw the 12345
THE FIRST TIME THAT THE GRAND PROSPECT

TWELVE POINT

When thoughtful Greeks like Polyb 67890
THE FIRST TIME THAT THE GRAND

EIGHTEEN POINT

When thoughtful Greek 1234
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful 567
THE FIRST TIME T

THIRTY POINT

When though 890
THE FIRST TIM

DE VINNE

THIRTY-SIX POINT

When thou 12
THE FIRST S

FORTY-TWO POINT

When th 34
THE FIRST

SIXTY POINT

When 15
THE FI

DE VINNE

SEVENTY-TWO POINT

Whe 16
THE F

SEVENTY-TWO POINT A

Wh 7
VISE

DE VINNE

NINETY-SIX POINT

ONE-HUNDRED-AND-TWENTY POINT

DE VINNE CONDENSED

SEVENTY-TWO POINT

When 1

NINETY-SIX POINT

The 2

ONE-HUNDRED-AND-TWENTY POINT

His 3

DE VINNE CONDENSED

ONE-HUNDRED-AND-EIGHTY POINT

JENSON OLD STYLE ITALIC

FORTY-EIGHT POINT

THE thoug 56

BOLD-FACE ITALIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carth 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN

NINE POINT

When thoughtful Greeks like Polybius saw th 67890
THE FIRST TIME THAT THE GRAND PROSPE

OLD STYLE ANTIQUE

EIGHTEEN POINT

When thoughtful Greeks 3467
THE FIRST TIME THAT T

LIGHT-FACE GOTHIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HE

SIX POINT COMBINATION GOTHIC NO. ONE HUNDRED AND SIXTY-THREE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WORLD 12345

GOTHIC CONDENSED

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, th 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO TH

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthag 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HE

TEN POINT

When thoughtful Greeks like Polybius saw the fall 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD

TWELVE POINT

When thoughtful Greeks like Polybius sa 6789
THE FIRST TIME THAT THE GRAND PROSPE

EIGHTEEN POINT

When thoughtful Greeks like P 1234
THE FIRST TIME THAT THE GRA

TWENTY-TWO POINT

When thoughtful Greeks 5678
THE FIRST TIME THAT THE G

COPPERPLATE

SIX POINT

NO. ONE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WOR 12345

NO. TWO

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH 67890

NO. THREE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN H 12345

NO. FOUR

THE FIRST TIME THAT THE GRAND PROSPECT 67890

TWELVE POINT

NO. ONE

THE FIRST TIME THAT THE GRAND PR 12345

NO. TWO

THE FIRST TIME THAT THE GR 67890

WHITTIER

TWELVE POINT

NO. THREE

THE FIRST TIME THAT 12345

NO. FOUR

THE FIRST TIME T 6789

EIGHTEEN POINT

NO. ONE

THE FIRST TIM 1234

NO. TWO

THE FIRST T 1678

BLACK GOTHIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corin 67890

LINING GOTHIC CONDENSED

SIX POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WORL 1234567890

EIGHT POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WOR 12345

TEN POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEH HELD FORTH 67890

TWELVE POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN 12345

FOURTEEN POINT

THE FIRST TIME THAT THE GRAND PROSPECT HA 6789

EIGHTEEN POINT

THE FIRST TIME THAT THE GRAND PROS 1234

TWENTY-FOUR POINT

THE FIRST TIME THAT THE GR 5678

THIRTY POINT

THE FIRST TIME THAT T 9012

THIRTY-SIX POINT

THE FIRST TIME TH 3456

FORTY-TWO POINT

THE FIRST TIME 789

LINING GOTHIC CONDENSED

FORTY-EIGHT POINT

THE FIRST TI 123

SIXTY POINT

THE FIRST 145

SEVENTY-TWO POINT

THE FIRST 6

MONARCH

SIXTY POINT

When 12

THE FIR

INTERCHANGEABLE GOTHIC

SIX POINT

NO. ONE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WORLD 12345

NO. TWO

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE 67890

NO. THREE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD 12345

NO. FOUR

THE FIRST TIME THAT THE GRAND PROSPECT HAD BE 67890

NO. FIVE

THE FIRST TIME THAT THE GRAND PROSPE 12345

EIGHT POINT

THE FIRST TIME THAT THE GRAND P 67890

TEN POINT

THE FIRST TIME THAT THE GR 1234

TWELVE POINT

THE FIRST TIME THAT 567

EIGHTEEN POINT

THE FIRST TIM 89

TWENTY-FOUR POINT

THE FIRST 3

SLOPING GOTHIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cor 12345
WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL OF CARTHAGE AND OF CORIN
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Cartha 67890
WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL OF CARTHAGE
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

TEN POINT

When thoughtful Greeks like Polybius saw the fall 12345
WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD

TWELVE POINT

When thoughtful Greeks like Polybius sa 12345
WHEN THOUGHTFUL GREEKS SAW THE FALL 12345
THE FIRST TIME THAT THE GRAND PROSPECT

ADVERTISING FIGURES

EIGHTEEN POINT NO. ONE

1 2 3 4 5 6 7 8 9 0

EIGHTEEN POINT NO. TWO

1 2 3 4 5 6 7 8 9 0

THIRTY POINT

1 2 3 4 5 6 7 8 9 0

LITHO ROMAN

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Cart 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

EIGHT POINT

When thoughtful Greeks like Polybius saw the 67890
THE FIRST TIME THAT THE GRAND PROSPECT

TEN POINT

When thoughtful Greeks like Polyb 12345
THE FIRST TIME THAT THE GRAND

TWELVE POINT

When thoughtful Greeks like P 67890
THE FIRST TIME THAT THE GR

FOURTEEN POINT

When thoughtful Greeks l 1234
THE FIRST TIME THAT TH

EIGHTEEN POINT

When thoughtful G 5678
THE FIRST TIME THA

TWENTY-FOUR POINT

When though 9012
THE FIRST TIME

TITLE

NINE POINT

THE FIRST TIME THAT THE GRAND PR 12345

ELEVEN POINT

THE FIRST TIME THAT THE G 67890

TWELVE POINT

THE FIRST TIME THAT TH 1234

FOURTEEN POINT

THE FIRST TIME THA 5678

SIXTEEN POINT

THE FIRST TIME TH 901

EIGHTEEN POINT

THE FIRST TIME T 235

TWENTY POINT

THE FIRST TIME 567

TWENTY-TWO POINT

THE FIRST TIM 890

TWENTY-FOUR POINT

THE FIRST TI 123

CONDENSED TITLE

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of C 1908
THE FIRST TIME THAT THE GRAND PROSPECT HAD B

TEN POINT

THE FIRST TIME THAT THE GRAND PR 1908

REMINGTON TYPEWRITER

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any 12345 THE FIRST TIME THAT THE GRAND PROSP

NEW MODEL REMINGTON TYPEWRITER

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer 67890 THE FIRST TIME THAT THE GRAND PROS

NEW MODEL ELITE REMINGTON TYPEWRITER

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations 12345 THE FIRST TIME THAT THE GRAND PROSPECT HAD

WEDDING TEXT

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they 12345

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and 67890

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 12345

TWELVE POINT

When thoughtful Greeks like Polybius saw the 67890

FOURTEEN POINT

When thoughtful Greeks like Polybius saw 12345

EIGHTEEN POINT
NO. ONE

When thoughtful Greeks like Polybius 6789

EIGHTEEN POINT
NO. TWO

When thoughtful Greeks like Poly 0123

TWENTY-FOUR POINT
NO. ONE

When thoughtful Greeks like 4567

TWENTY-FOUR POINT
NO. TWO

When thoughtful Greeks lik 890

CHAUCER TEXT

FORTY-EIGHT POINT

When though 12

ENGRAVER'S OLD ENGLISH

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cor 12345

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 67890

TEN POINT

When thoughtful Greeks like Polybius saw the fall 12345

TWELVE POINT

When thoughtful Greeks like Polybius saw 67890

FOURTEEN POINT

When thoughtful Greeks like Polybius 1234

EIGHTEEN POINT

When thoughtful Greeks like 5678

TWENTY-FOUR POINT

When thoughtful Gre 9012

THIRTY POINT

When thoughtful 3456

THIRTY-SIX POINT

When thoug 7890

FORTY-EIGHT POINT

When tho 123

BRADLEY TEXT

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 12345

TWELVE POINT

When thoughtful Greeks like Polybius saw th 12345

EIGHTEEN POINT

When thoughtful Greeks like Pol 1234

TWENTY-FOUR POINT

When thoughtful Greek 5678

TUDOR BLACK

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cor 12345

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall 67890

TEN POINT

When thoughtful Greeks like Polybius 12345

TWELVE POINT

When thoughtful Greeks like Poly 67890

EIGHTEEN POINT

When thoughtful Greeks 1234

TWENTY POINT

When thoughtful G 5678

THIRTY-SIX POINT

When thou 9012

PRIORY TEXT

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 12345

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 67890

TWELVE POINT

When thoughtful Greeks like Polybius saw th 12345

FOURTEEN POINT

When thoughtful Greeks like Poly 6789

EIGHTEEN POINT

When thoughtful Greeks lik 1234

TWENTY-FOUR POINT

When thoughtful Gree 5678

THIRTY POINT

When thoughtful 9012

THIRTY-SIX POINT

When thoug 3456

SIX POINT BLACK NO. THIRTEEN

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corint 12345

TWELVE POINT ENGLISH

When thoughtful Greeks like Polybius saw

TIFFANY SCRIPT

FOURTEEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthe 12345

EIGHTEEN POINT

When thoughtful Greeks like Polybius saw the 67890

TWENTY-FOUR POINT

When thoughtful Greeks like Pol 12345

THIRTY POINT

When thoughtful Greeks like 67890

TIFFANY UPRIGHT

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 12345

FOURTEEN POINT

When thoughtful Greeks like Polybius saw the fall of C 67890

EIGHTEEN POINT

When thoughtful Greeks like Polybius saw 1234

TIFFANY UPRIGHT

TWENTY-FOUR POINT
NO. ONE

When thoughtful Greeks like Polyb 5678

TWENTY-FOUR POINT
NO. TWO

When thoughtful Greeks like P 9012

THIRTY POINT

When thoughtful Greeks l 3456

TIFFANY SHADED

FOURTEEN POINT

When thoughtful Greeks like Polybius saw the fall of 12345

EIGHTEEN POINT

When thoughtful Greeks like Polybius s 67890

TWENTY-FOUR POINT
NO. ONE

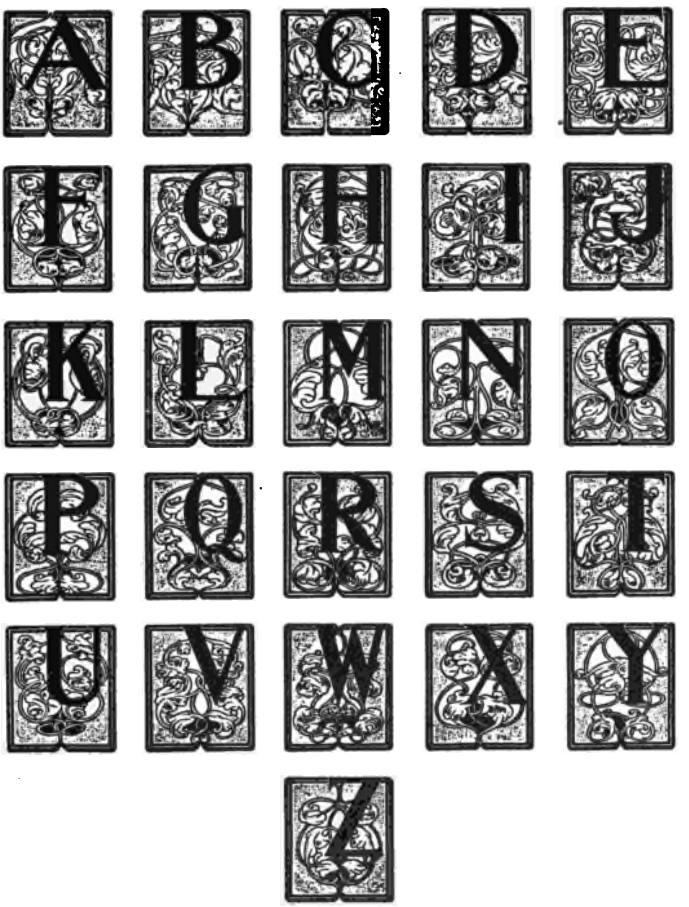
When thoughtful Greeks like Polyb 67890

TWENTY-FOUR POINT
NO. TWO

When thoughtful Greeks like P 12345

INITIALS

FORTY-EIGHT POINT BURFORD



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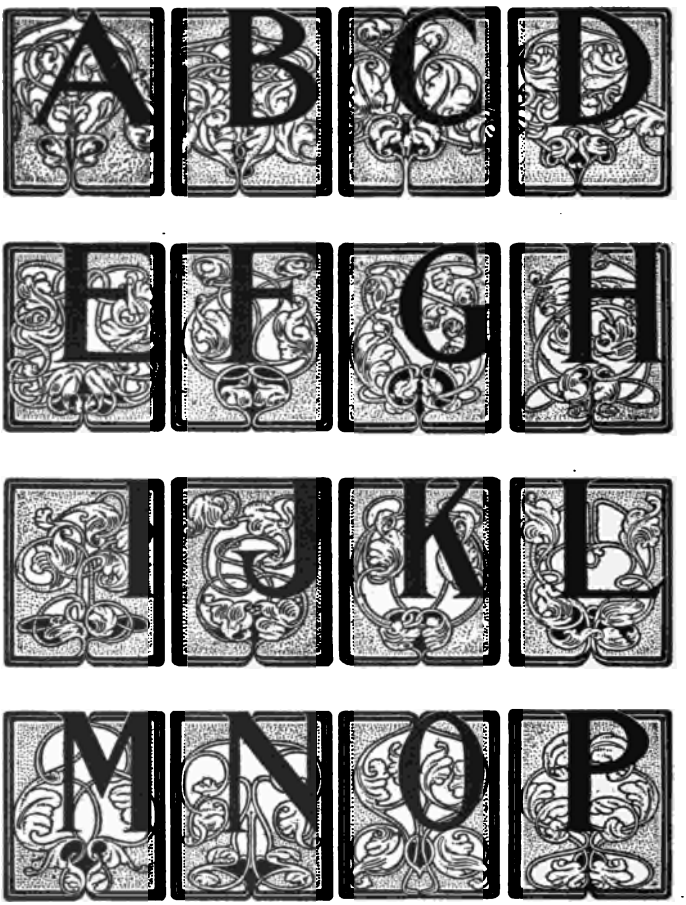
SEVENTY-TWO POINT BURFORD



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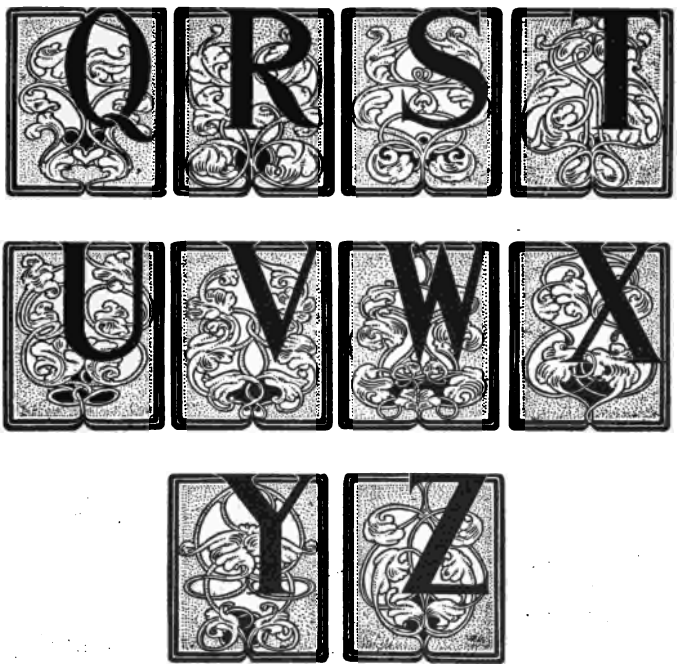
SEVENTY-TWO POINT BURFORD



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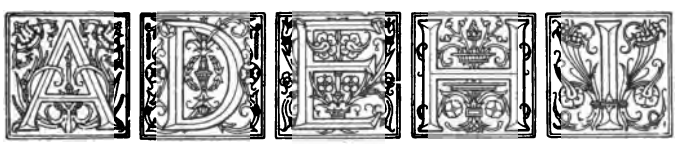

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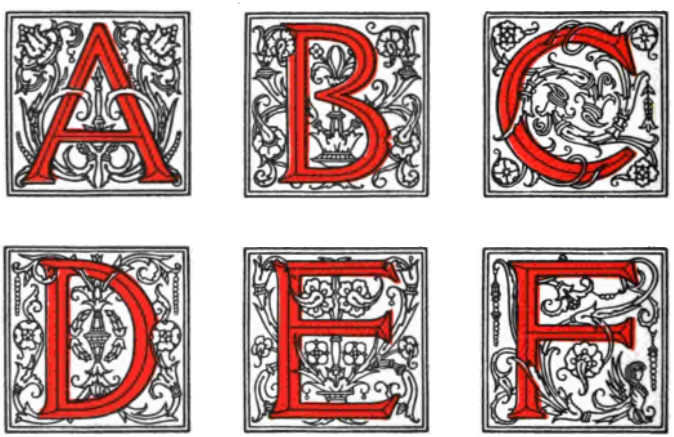
FORTY-EIGHT POINT DELLA ROBBIA

SEVENTY-TWO POINT DELLA ROBBIA



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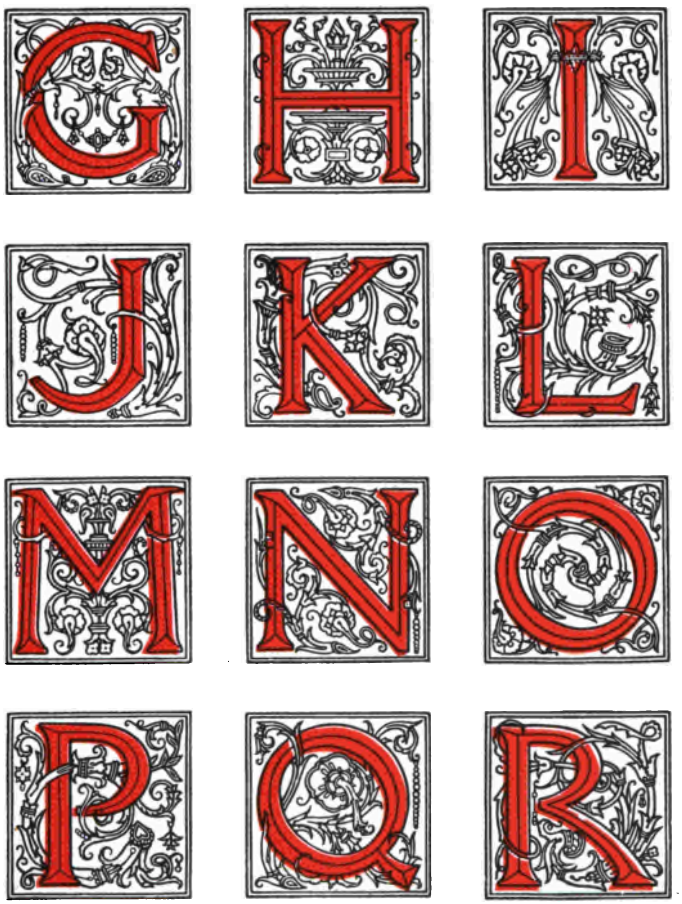

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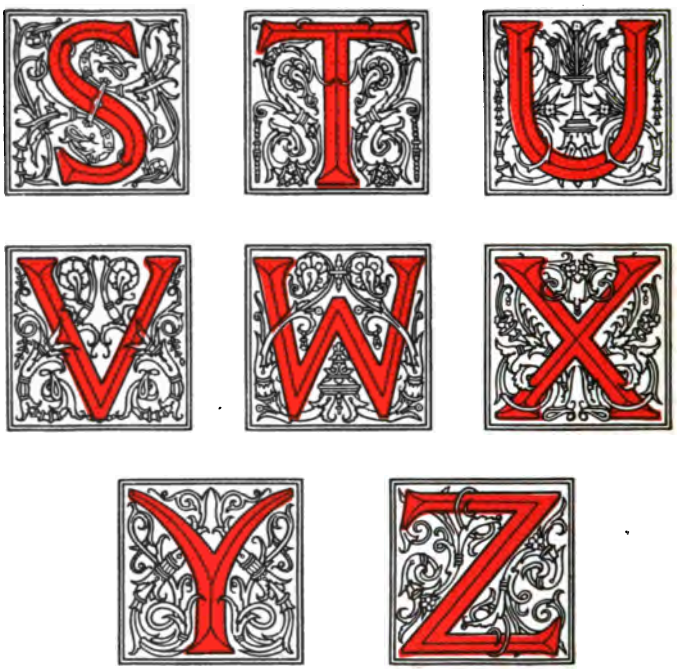
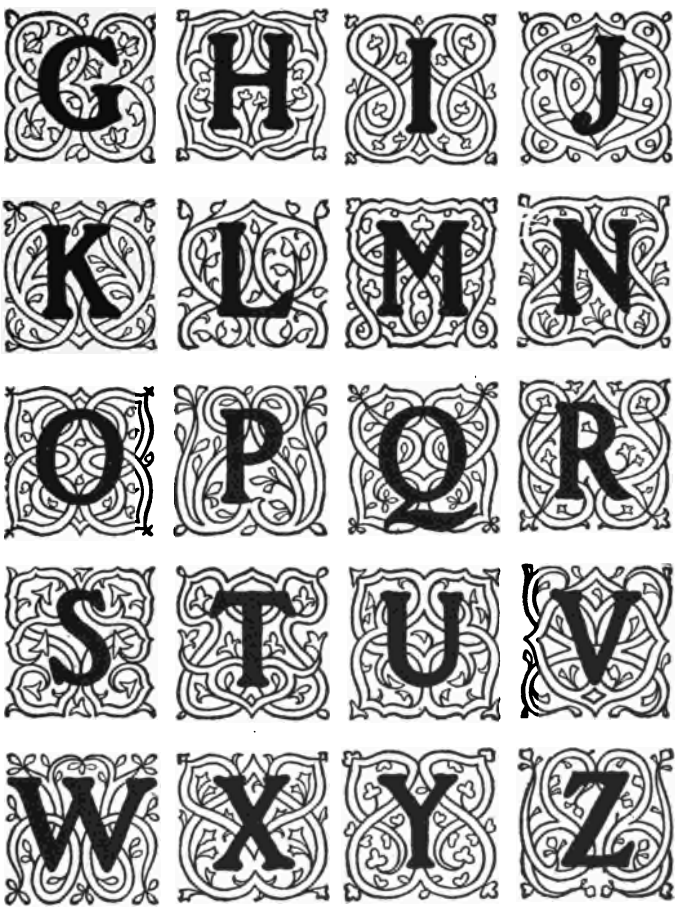
SEVENTY-TWO POINT DELLA ROBBIA



SIXTY POINT ROYCROFT

INITIALS

SIXTY POINT ROYCROFT



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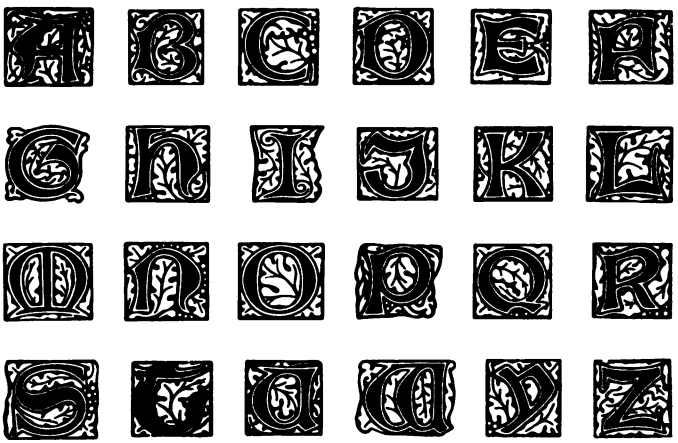
THIRTY POINT JENSON



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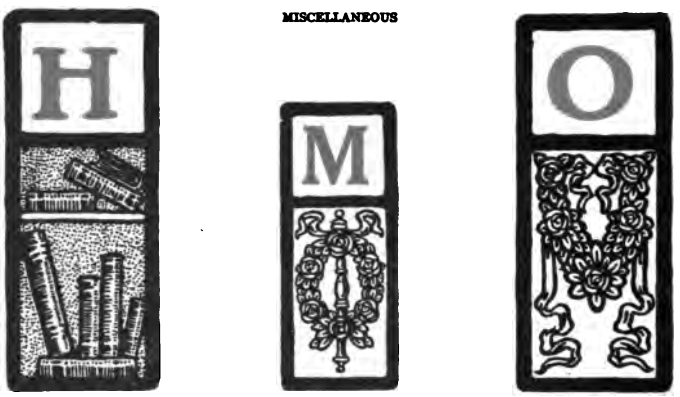

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INITIALS

MISCELLANEOUS

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INITIALS

MISCELLANEOUS

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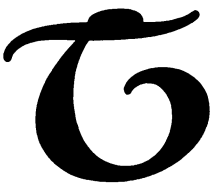
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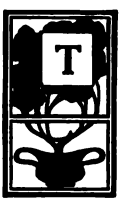
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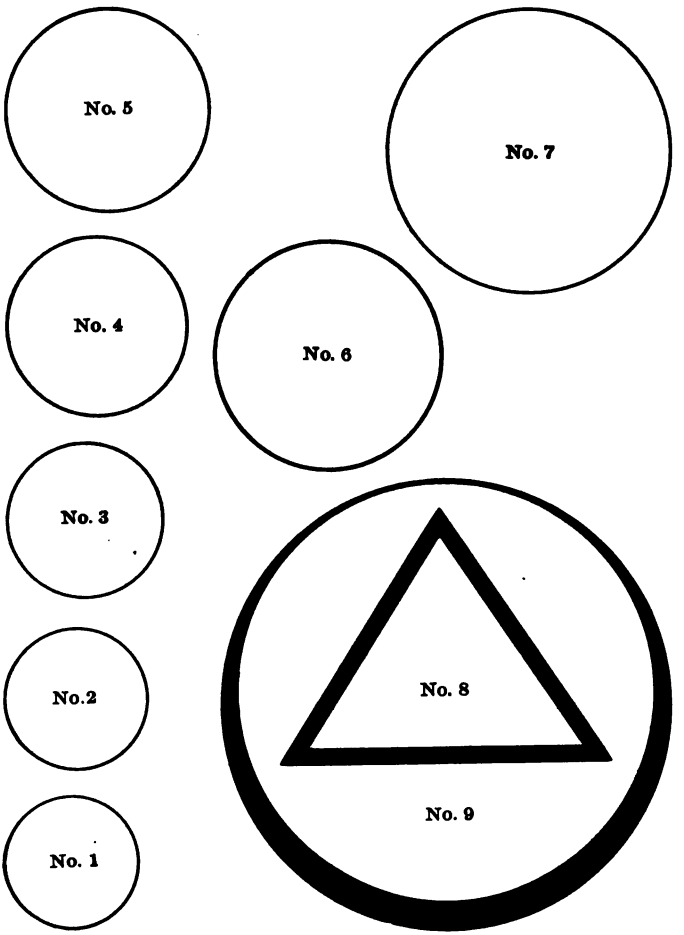

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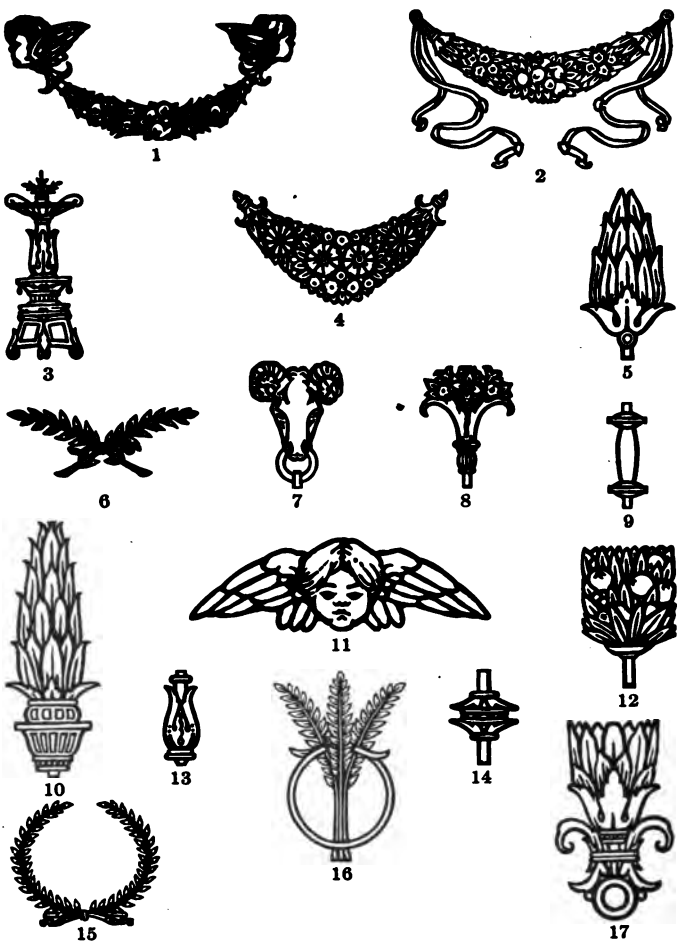

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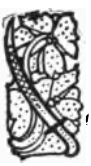

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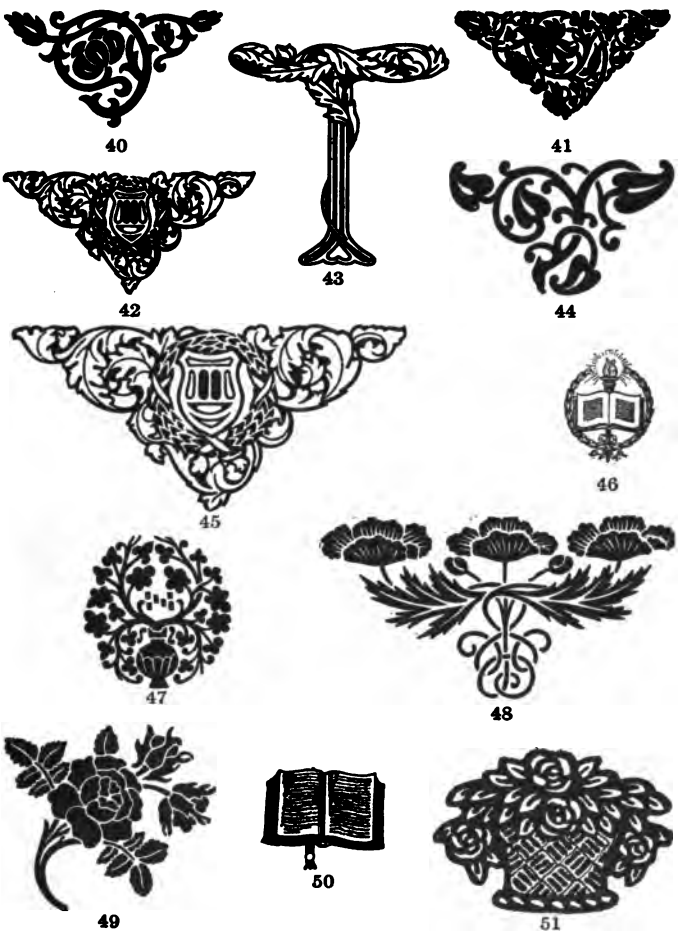

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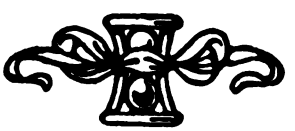
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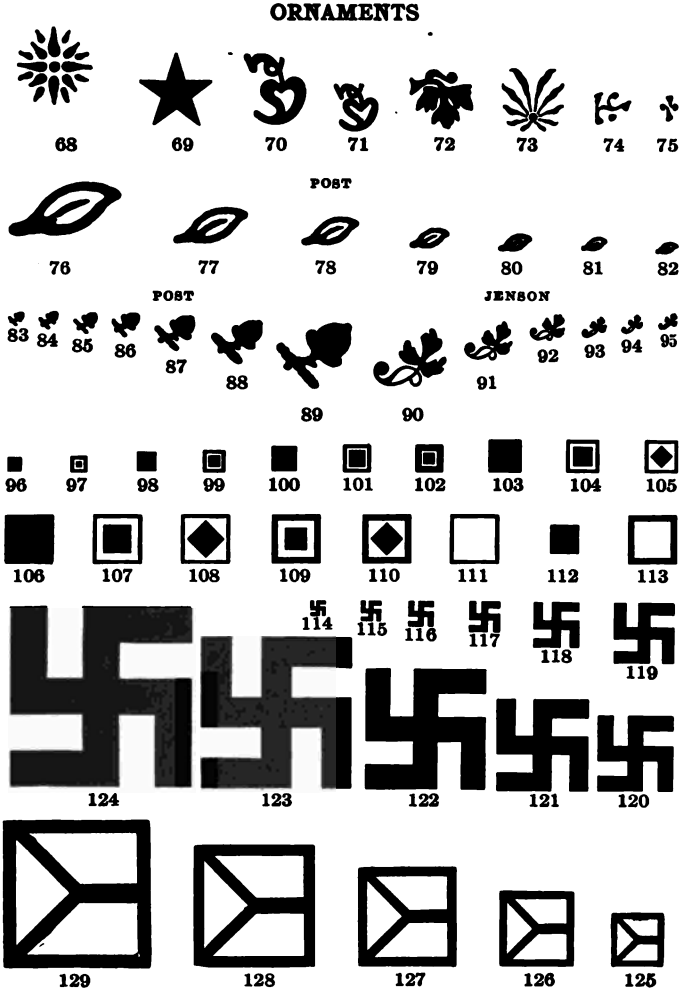
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ORNAMENTS

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ORNAMENTS

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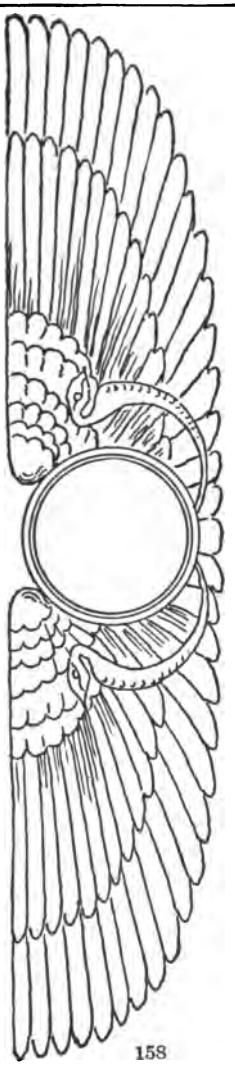
ORNAMENTS



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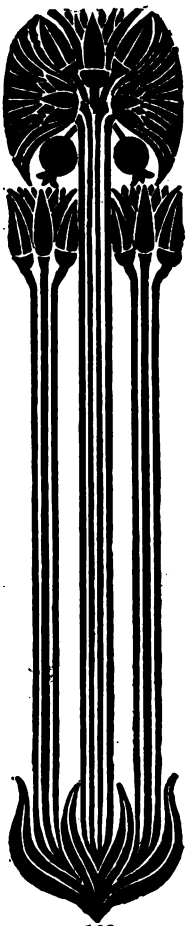
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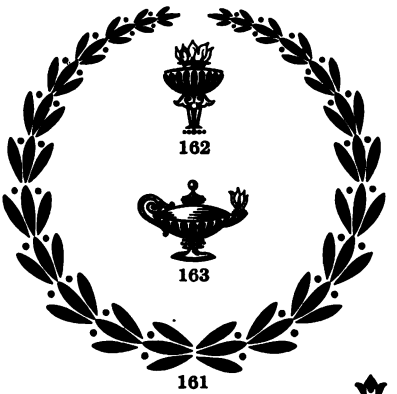
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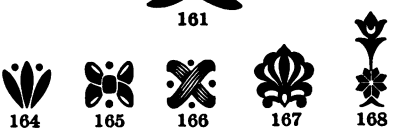
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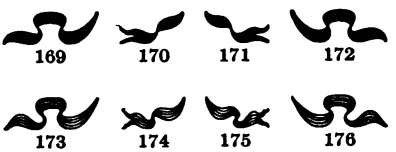
169 170 171 172 173 174 175 176

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BORDERS

SIX POINT

NO. ONE

NO. TWO

NO. THREE

NO. FOUR

NO. FIVE

NO. FIVE A

NO. FIVE B

EIGHT POINT

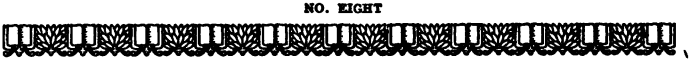
NO. SIX

TEN POINT

NO. SEVEN

TWELVE POINT

NO. EIGHT



NO. NINE

NO. TEN

NO. ELEVEN

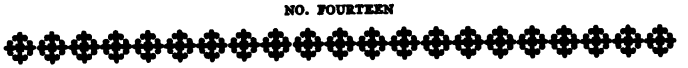
BORDERS

TWELVE POINT

NO. TWELVE

NO. THIRTEEN

NO. FOURTEEN



NO. FIFTEEN

NO. SIXTEEN

NO. SEVENTEEN

TWENTY-FOUR POINT

NO. EIGHTEEN

NO. NINETEEN

NO. TWENTY

BORDERS

THIRTY POINT

NO. TWENTY-ONE

THIRTY-SIX POINT

NO. TWENTY-TWO

NO. TWENTY-THREE

NO. TWENTY-FOUR

NO. TWENTY-FOUR A

FORTY-EIGHT POINT

NO. TWENTY-FIVE

BORDERS

THIRTY POINT

NO. TWENTY-ONE

THIRTY-SIX POINT

NO. TWENTY-TWO

NO. TWENTY-THREE

NO. TWENTY-FOUR

NO. TWENTY-FOUR A

FORTY-EIGHT POINT

NO. TWENTY-FIVE